



California GHG Emissions Reporting Tool: Users Guide

February 25, 2009

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California GHG Emissions Reporting Tool: Users Guide

1.0 Overview

Beginning in early 2009, approximately 1,000 California businesses will be subject to a new greenhouse gas (GHG) reporting regulation adopted by the California Air Resources Board (ARB or Board), the ARB Mandatory Reporting Regulation. The regulation was developed under the California Global Warming Solutions Act of 2006 (Statutes of 2006; Chapter 488; Health and Safety Code sections 38500 et seq.). Approved by the Board in December 2007 and the first of its kind in the United States, the regulation requires facilities to report their annual GHG emissions in 2009 and every year thereafter. The California GHG Emissions Reporting Tool was developed to facilitate the reporting of annual data directly to the California Air Resources Board.

This document provides a general overview and introduction to the key features of the California GHG Emissions Reporting Tool web application. This document does not supplant or replace the regulation. It is intended to guide you, as a first-time or returning facility or power entity user, through the tasks and functions that you will most frequently encounter in your use of the California GHG Emissions Reporting Tool. For a high level overview of the Reporting Tool, please refer to the *California GHG Emissions Reporting Tool: A Primer*. Please also refer to the ARB Mandatory Greenhouse Gas Emissions Reporting website: <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>.

1.1 The California GHG Emissions Reporting Tool General Description

The power entity/facility and core application infrastructure of the California GHG Emissions Reporting Tool application is based on the Emissions and Allowance Tracking System (EATS), a generic application sponsored by the U.S. Environmental Protection Agency (EPA). The emissions reporting module is based on Version 2.0 of the Online Calculation, Reporting and Verification Tool (CRAVe 2), also sponsored by EPA. The EATS system architecture uses ColdFusion and MS SQL 2005.

The California GHG Emissions Reporting Tool is a web based annual reporting tool managed by the California Air Resources board. The tool facilitates: reporting of annual GHG emissions data, reporting of non-emissions energy and production data, reporting of power entity power transactions data, tracking of power entity and facility information, and generation of emissions summary reports for reporters, regulatory bodies, and the public.

A typical user of the system will manage login and user information, manage and update general information about their organization (reporting sectors, location, address...), create and manage an inventory that can be utilized for subsequent annual reporting tasks

(generating units, emitting activities, and metering devices), report annual data within their created structure (emissions and fuels data, energy and production, power transactions), certify reported data, and manage relationships with verification bodies to facilitate the verification of their annual data.

Figure 1-1 illustrates the flow of data through the GHG Emissions Reporting Tool and indicates the responsible party for each action.

Figure 1-1
GHG Emissions Reporting Tool Reporting Flow



1.2 Base Functionality Supported by the Tool

The following functions are provided in the GHG Emissions Reporting Tool:

- Automated registration;
- User management and security;
- Definition of power entity information;
- Definition of facility information; and
- Definition of annual reporting inventory parameters to include:
 - Emitting Activities;
 - Generating Units;
 - Metering Devices; and
 - Energy and Production Reporting Categories.
- Annual Reporting of Data to include:
 - Emissions and Fuels Data (Facility and Generating Unit);
 - Energy and Production Data (Facility and Generating Unit);
 - Power Transaction Data (Bulk Upload) (Power Entity); and
 - SF6 Emissions Data (Power Entity).
- Quality Assurance checks;
- Tracking of Annual Data;
- Verification of Annual Data; and
- Generation of Reports.

1.3 Key California GHG Emissions Reporting Tool Concepts

Where methods are provided, the GHG mandatory reporting regulation requires the reporting of the six Kyoto greenhouse gases (GHGs): carbon dioxide (CO₂), nitrous oxide (N₂O), methane (CH₄), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF₆). *GHG emissions* are reported at the emitting activity level for the facility (and/or generating unit) for Facility Reporters, or for the power entity level for Power Entity Reporters. The software aggregates emissions to the power entity or facility level when generating annual reports of reported data.

A *facility* is any property, plant, building, structure, stationary source, stationary equipment or grouping of stationary equipment or stationary sources located on one or more contiguous or adjacent properties, in actual physical contact or separated solely by a public roadway or other public right-of way, and under common operational control, that emits or may emit any greenhouse gas. Operators of military installations may classify such installations as more than a single facility based on distinct and independent functional groupings within contiguous military properties.

A *power entity* is a person, firm, association, organization, partnership, business trust, corporation, limited liability company, company, or government agency. For mandatory reporting purposes entities include retail providers, marketers, asset owning/controlling suppliers of electric power, and the California Department of Water Resources.

A *generating unit*, related to the electricity generation sector, means any combination of physically connected generator(s), reactor(s), boiler(s), combustion turbine(s), or other prime mover(s) operated together to produce electric power.

A *verification body* means a firm or AQMD/APCD, accredited by ARB, that is able to render a verification opinion and provide verification services for operators subject to reporting.

1.4 User Groups and Roles

The reporting tool will include individualized functionality based on the type of client using the system.

System Administrators, Program Managers, and Regulatory Auditors will typically be ARB staff responsible for operating, administering, and maintaining the tool.

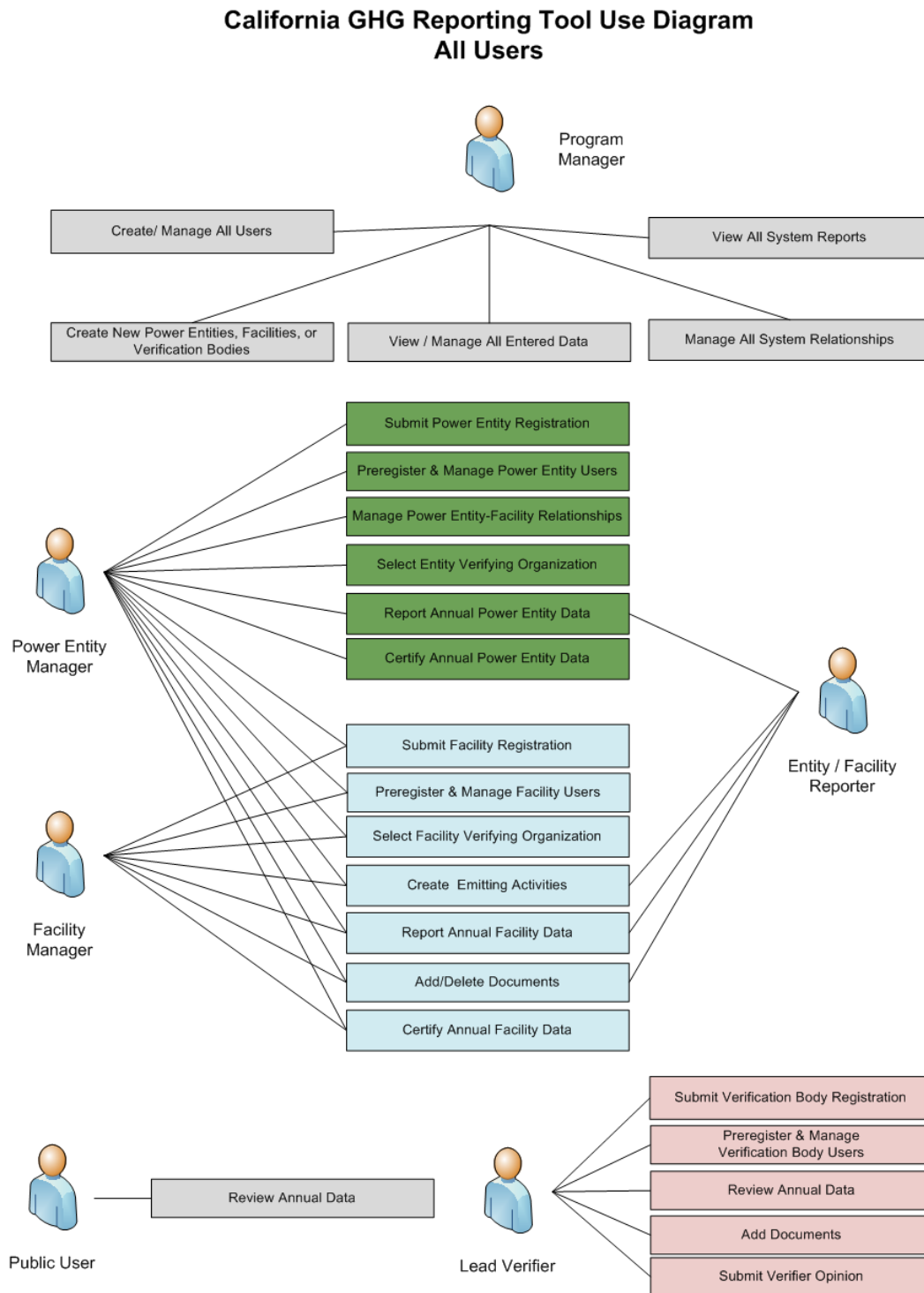
Power Entity Managers and Power Entity Reporters will be owners or operators of power entities, and managers, consultants, and other private parties involved in reporting annual data.

Facility Managers and Facility Reporters will be owners or operators of facilities, facility staff and managers, consultants, and other private parties involved in reporting annual data.

Lead Verifiers are users representing a verification body responsible for verifying GHG emissions.

Please see the figure below for an overview of all of the actors that will interact with the California GHG Emissions Reporting Tool, and the roles and permissions each will have.

Figure 1-2
User Roles

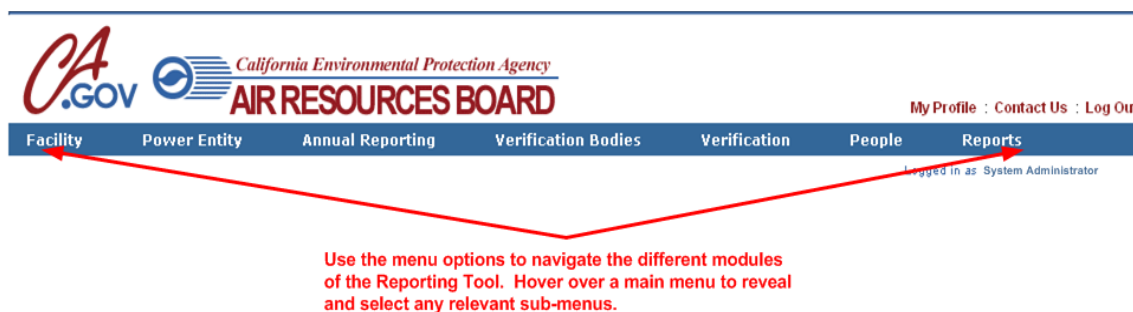


1.5 General Tips and Data Entry Conventions

The following information describes the navigation tools for the application.

Menu Navigation. The top horizontal menu bar options across the top of the screen provide access to the functional areas within the application. The functional areas displayed in the menu depend on the user group assigned. When you hover your mouse over the main menu options, any available submenu options will be displayed. If you click on the main menu option, the "home" page for that module will appear.

Figure 1-3
Top Horizontal Menu Bar



Note: The menu options displayed above represent the menu view for a System Administrator user, which includes the entirety of menu options. Depending on user security group, menu options may be limited, and all of the menu options in Figure 1-2 above may not display.

Grids. The module home pages contain grids that summarize the existing data contained in the GHG Emissions Reporting Tool for the selected subject area (Entities, Facilities, Annual Reporting, etc.). Grids that contain too many rows of data to display on one page can be navigated using the arrows at the bottom or the scroll bar along the right side. In most cases, home page grid column headers can be sorted in ascending or descending order by clicking on the grid column header.

Figure 1-4
Grid Example

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

My Profile : Contact Us : Log Out

Facility Power Entity Annual Reporting Verification Bodies Verification People Reports

Logged in as Megan Reilly

Print Help

Facilities

Locate and click on the facility name below to add, edit, or review facility information.

Use the Search Existing Records to the right to find a specific facility more easily. Use the Export Data button under the grid to get a report of the information contained in the grid.

Search Existing Records

Facility Name

ARB ID

Primary Reporting Sector

City

State

Search Clear

Grids summarize data contained in the selected module.

Select Facility

Facility Name	ARB ID	Primary Reporting Sector	Secondary Sectors	City	State
BTE-BM	100042	Electricity Generation		Burney	California
BTE-CD	100037	Electricity Generation		Delano	California
BTE-CM	100038	Electricity Generation		Mendota	California
BTE-ML	100041	Electricity Generation		Westwood	California
BTE-PO	100040	Electricity Generation		Oroville	California
BTE-PU	100039	Electricity Generation		Chinese Station	California
Byard1	100018	Hydrogen Plant	General Stationary Combustion, Electricity Generation	Davis	California
CalEPA Building	123456	Other		Sacramento	California
Carroll Plant 1	100002	Electricity Generation	Cogeneration Facility	Lincoln	California

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Export Data

Use the scroll bar to view all grid contents. Use the Export Data button to export the grid contents to a comma separated value (.csv) file.

Home : Visit ARB Mandatory Reporting Page : Return to Top

Tabs. In instances where pages contain multiple grids, the grids can be navigated using the series of tabs across the top of the grids. Each tab displays a subject area name.

To view more detail or edit information presented in a grid, grids contain "hyperlinks," radio buttons, and/or highlighting row selection (Annual Reporting module only).

Figure 1-5
Tab Example

Facility Details | Addresses | Geographic Location | Contacts | Associated Entity | Verification Bodies | Emitting Activities
Generating Units | Devices | Energy and Production | Facility Documents | Facility and Unit Submissions | ARB Notifications

Facility Details

Facility Name: ABC Facility

ARB ID: 123456

Access Code: test

Primary Reporting Sector: Cogeneration Facility

Secondary Sectors (hold ctrl to select multiple): Electricity Generation

Use tabs to navigate through multiple grids or forms on a page.

NOTE: If any data is changed on a tab, you must click the Save button before navigating away from the tab, or else all updated data will be lost.

Hyperlinks. Hyperlinks are identified by underlined blue text; simply clicking on a hyperlink will take you to the detail page for the selected item.

Figure 1-6
Hyperlinks

Power Entity Name	ARB ID	Begin Date
XYZ Entity	97531	12/23/2008

Click the hyperlink to view more detailed information.

Radio buttons. Radio buttons appear in the left hand grid column; to select a row of data to view or change, click on the radio button for the desired row and then click on the button below the grid to perform the desired action.

Figure 1-7
Radio Buttons

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	
Facility Contacts						
	Name	Contact Type	Begin Date			
<input type="radio"/>	Cooper, Robert	Facility Reporter	11/19/2008			
<input type="radio"/>	george, louis	Facility Reporter	11/23/2008			
<input type="radio"/>	Rice, Jonathan	Facility Reporter	12/23/2008			
<input type="radio"/>	Smith, Jane	Primary Facility Manager	11/19/2008			
<input checked="" type="radio"/>	Brown, David	Alternate Facility Manager	11/19/2008			

Fill in the radio button to select a record from the grid.
Then use the buttons below the grid to alter the selected record.

Highlighting Row Selection. Highlighting row selection may be available for some grids in the Annual Reporting module; when you hover your mouse over the grid rows, the row will become lightly highlighted. To select a row of data to view or change, click anywhere on the desired row and then click on the button below the grid to perform the desired action.

Figure 1-8
Highlighting Row Selection

Annual Reporting

Highlight and click on the row in the grid below listing the Submission ID for which you wish to review annual submission data. Then click the **Next** button.

Select Submission Filter

Submission ID	Submission Type	Reporting Level	Name	ARB ID	Reporting Year	Submission Create Date	Submission Status
352	Emissions and Fuels	Generating Unit	Unit 1	656565-004	2009	01/30/2009	Unverified Preliminary Dat
339	Emissions and Fuels	Generating Unit	Unit 1	656565-004	2008	01/30/2009	Unverified Preliminary Dat
315	Emissions and Fuels	Generating Unit	Unit 1	665544-001	2010	01/22/2009	Verification Ready
353	Emissions and Fuels	Generating Unit	Unit 2	656565-005	2009	01/30/2009	Unverified Preliminary Dat
343	Emissions and Fuels	Generating Unit	Unit 5	656565-008	2008	01/30/2009	Unverified Preliminary Dat
345	Emissions and Fuels	Generating Unit	Unit 6	656565-009	2008	01/30/2009	Unverified Preliminary Dat
346	Emissions and Fuels	Generating Unit	Unit 7	656565-010	2008	01/30/2009	Unverified Preliminary Dat
348	Emissions and Fuels	Generating Unit	Unit 8	656565-011	2008	01/30/2009	Unverified Preliminary Dat
336	Emissions and Fuels	Generating Unit	Unit A	123456-001	2011	01/29/2009	Unverified Preliminary Dat
307	Emissions and Fuels	Generating Unit	Unit A	123456-001	2008	01/20/2009	Unverified Preliminary Dat
219	Emissions and Fuels	Generating Unit	Unit DC	236400-002	2011	12/18/2008	Unverified Preliminary Dat

Page 2 of 2

Next

Hover your mouse over a row (highlighted in light blue), then click on the row to select (highlighted in dark blue).

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

Filters. To make an item in a grid easier to find, you can use the filters above the grid. Filters may be either an "exact match" or "partial match." Multiple filters can be applied at the same time to further narrow a search. Click on the Clear button to refresh the grid to display all data.

Figure 1-9
Filters

Search Existing Records ▼

Facility Name

ARB ID

Primary Reporting Sector

City

State

Click Search to execute the filter.
Click Clear to remove all filters on the grid.

Use the fields and/or drop-down menus to limit the contents of a grid.

Edit Button. To change the information that appears in a grid, fill the radio button adjacent to the item to be changed. Click the Edit button. This will take you to a "Select" page where you are able to select a new item to be added from existing data. To select, fill the radio button adjacent to the selection, provide any other required information, and click the Select button.

Add Button. If new data needs to be added (i.e., a person does not appear in the grid on the Select pages), you can click on the Add button to add a new one. This will take you to an Add page where new data can be added to the database. Once new data has been added, it remains in the system and may be selected again at a later time.

Back Button. Click the Back button on any screen to navigate from a low-level screen back to a higher level screen.

Note: Clicking on the Back button before any selected changes have been saved or submitted will not store any of the changes made on that screen. Using the Browser back arrow will reverse back to previously viewed pages, instead of returning to the higher level menu option.

Save and Submit Buttons. When you click on a Save or Submit button, a message will always display in red at the top of the screen. If the Save or Submit was successful, the message will inform you that data were saved. Use the Back or Cancel buttons to return to previous menus or screens if you do not wish to save or submit the changes. If the Save failed, one or more Error Messages will display in red at the top of the screen describing the problem encountered. On the applicable data entry screen, correct the problem and click on Save or Submit again.

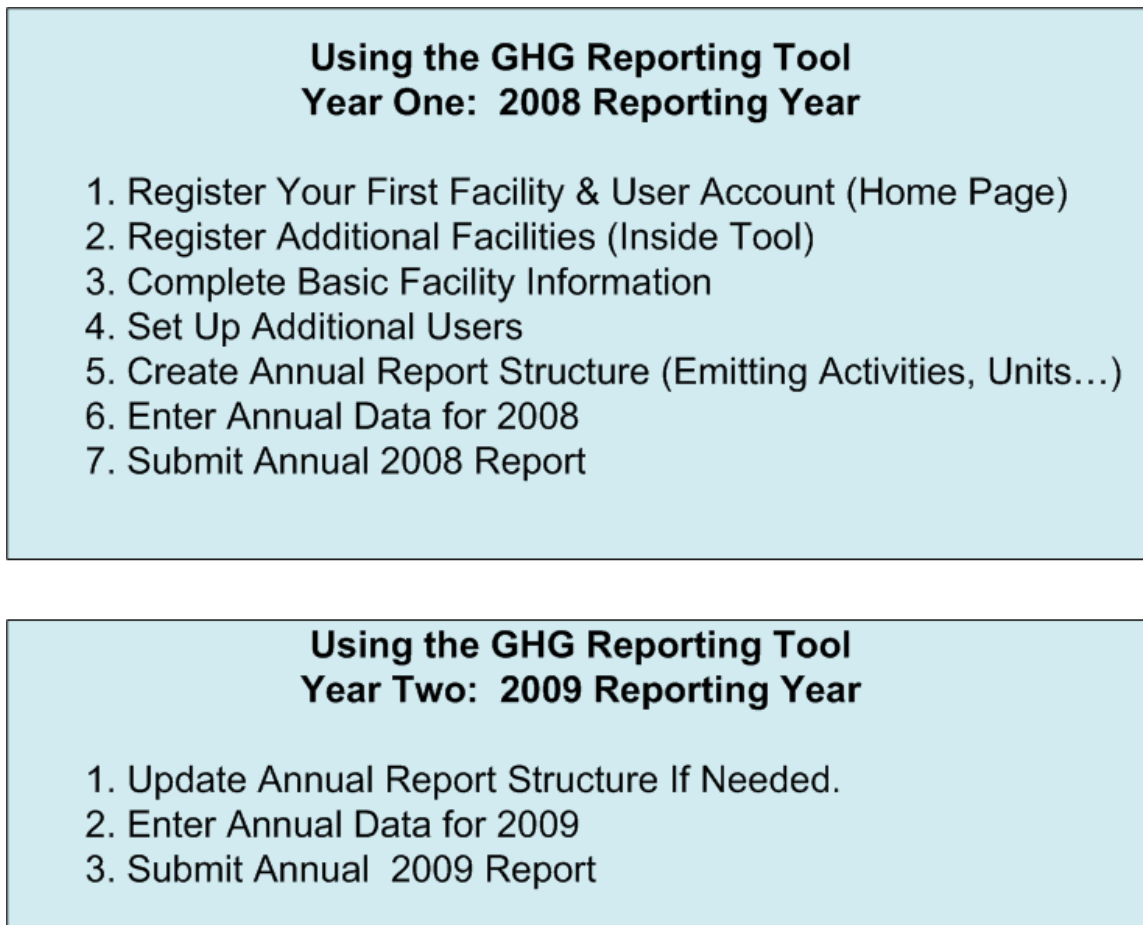
Show History Button. Clicking the Show History button beneath a grid displays all of the historical associations for a particular item. Click on the Show Current button to return to the current associations.

Required Fields. Required fields on each data entry screen are indicated by a red asterisk (*). You will not be able to save the information entered on a form until all required fields on the form have been completed.

1.6 Annual Reporting Concepts and Reporting Flow

Figure 1-10 illustrates the major actions that need to be completed in year one and year two of reporting using the California GHG Emissions Reporting Tool. Note that in year two, you only have to update information prior to reporting new annual data.

Figure 1-10
Major Actions



Figures 1-11 and 1-12 below display the basic components and flow for submissions:

Figure 1-11
GHG Emissions Reporting Tool Reporting Flow Summary

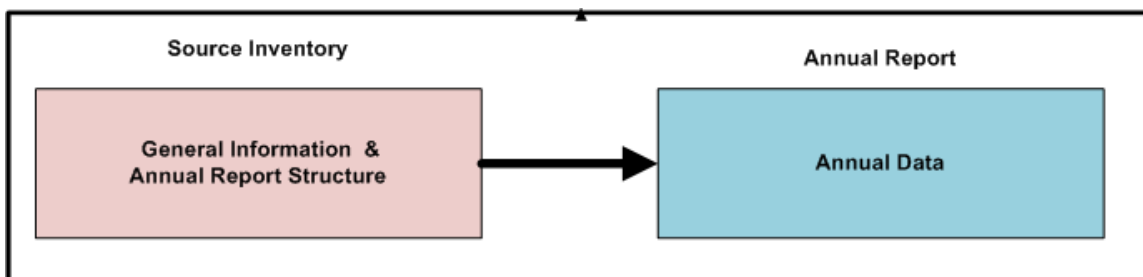
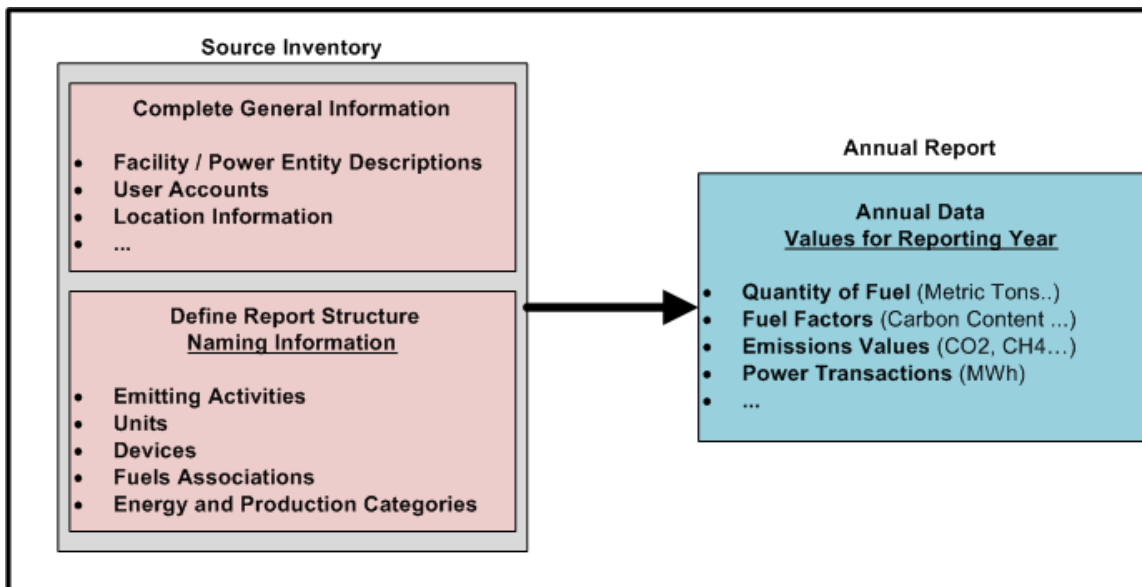


Figure 1-12
GHG Emissions Reporting Tool Reporting Flow Detailed



Source Information is defined for your organization once in the first reporting year. This structure remains in place and can apply to multiple years of data. If updates are necessary, Source Information can be edited as needed.

Basic Source Information:

- Required Details (Primary Reporting Sector, Secondary Reporting Sector(s), NAICS, Description);
- Geographic Location Information/Address;
- Relationships – To other Organizations in the system;
- Notifications from the ARB; and
- User Relationships.

The Reporting Structures for your organization drive what you can report in the annual reporting module. This structure remains static and can apply to multiple years of data. If updates are necessary, Reporting Structures can be edited as needed.

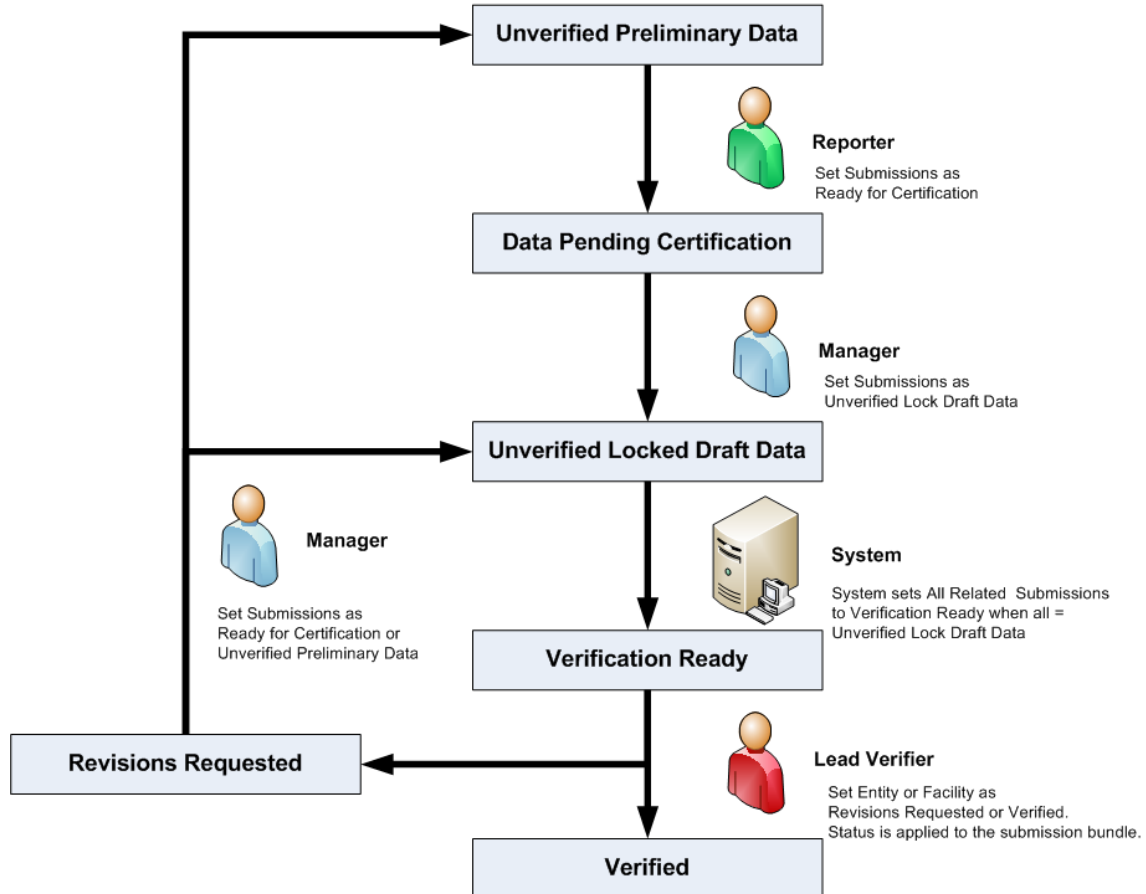
Basic Reporting Structures:

- **Facilities:**
 - Emitting Activities
 - Fuel Associations, if applicable, per Emitting Activity
 - Generating Units
 - Emitting Activities
 - + Fuel Associations, if applicable, per Emitting Activity
 - Device
 - Energy and Production Categories
- **Power Entities:**
 - Emitting Activities for SF₆ Emissions

Figure 1-13 displays the basic flow for submissions with the respective user roles for each status type a submission can have along each step of the reporting process.

Figure 1-13
Submissions Statuses Flow

Submission Status Flow



2.0 Common Tasks and Steps for a Facility Manager User

The information and instructions contained in this section pertain to facility registration and setting up basic facility information (facility contacts, addresses, geographic location, etc.). For information and instructions pertaining to power entity registration, please refer to the next section (Section 4.0) of the Users Guide.

2.1 Setting Up Your Facility (or Facilities)

2.1.1 First Time Facility Registration and Logging In to the California GHG Emissions Reporting Tool

Note: Use these steps and instructions *only* for the first facility that you register. Registering additional multiple facilities can be completed after you have logged in to the tool. Please see Section 2.1.2 for more details.

- 1) Navigate to the California GHG Emissions Reporting Tool (<https://GHGReport.arb.ca.gov>). Click on the **Register** button on the homepage to register your facility and complete user registration, where you will create a GHG Emissions Reporting Tool username and password.

Figure 2-1
Logged Out Home Page

The screenshot shows the homepage of the California Air Resources Board's Online Greenhouse Gas (GHG) Reporting Tool. The header includes the CA.gov logo and the Air Resources Board logo. A navigation bar at the top right contains a "Contact Us" link. The main content area is divided into two columns. The left column contains a welcome message and a description of the reporting tool. The right column contains a "User Login" section with fields for "User ID" and "Password", a "Login" button, and a "Register" button. A red arrow points to the "Register" button. Below the "Register" button, there is a red text box that says "Click Register button to set up your Facility and Reporting Tool user login." At the bottom of the page, there is a footer with links to "Home", "Visit ARB Mandatory Reporting Page", and "Return to Top".

CA.gov California Environmental Protection Agency
AIR RESOURCES BOARD

Contact Us

Welcome to the
California Air Resources Board's
Online Greenhouse Gas (GHG)
Reporting Tool.

The reporting tool has been designed to meet the needs of companies and agencies reporting GHGs and other information required by the State's mandatory reporting regulation. It also serves as a unified tool for facility tracking and certification of emission reports as well as data verification by third-party verifiers, as required by the regulation.

Because ARB's GHG reporting tool shares its basic software platform with existing reporting and tracking tools developed for U.S. EPA and The Climate Registry, it is also designed to ease transitions to potential regional and national reporting programs in the future.

A User Guide for the reporting tool is available at the California's mandatory reporting web page, at
<http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>.

User Login

User ID *

Password *

Login

Forgot your User ID or Password

Register for an ARB login

To activate a user account for an organization, click the Register button.

Register

Home : Visit ARB Mandatory Reporting Page : Return to Top

Click Register button to set up your Facility and Reporting Tool user login.

- 2) Select **Yes** or **No** from the drop-down menu next to the question "Already a User?"

Note: If you have already chosen a username and password, then you are already a user and should select Yes. You should then log in to the Reporting Tool with this username and password, and can proceed with registering other additional facilities if necessary from within the tool (see Section 2.1.2).

- 3) Select the Organization Type (Facility) and enter the ARB ID and Access Code provided to you by ARB. Then click the **Next** button to proceed with user registration.

Figure 2-2
Register Your Organization Page

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD [Contact Us](#)

[Help](#)

Register your organization

Complete the information below with the ARB ID and Access Code provided to your organization by ARB. Required fields are indicated by a red asterisk (*).
If you have not received a letter from the ARB and have questions regarding the application, please select the Contact Us link at the top of the page.

Enter Information

Already a User? **Select No. If Yes (already user) proceed to log in to the GHG Emissions Reporting Tool.**

Organization Type * **Select "Facility"**

ARB-ID * **ARB ID and Access Code for your facility provided by ARB via letter.**

Access Code *

[Next](#) **Click Next button to proceed with the GHG Emissions Reporting Tool registration.**

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 4) Enter personal contact information on the Complete User Registration page. Required fields are indicated by a red asterisk (*), and must be completed before you are able to save data on the form and continue off the page. Choose a GHG Emissions Reporting Tool username and password. Usernames for the GHG Emissions Reporting Tool must be between three and eight total characters and must contain only alphanumeric characters. Passwords for the GHG Emissions Reporting Tool must contain at least eight characters with at least one uppercase, one lowercase, and one numeral. Then click the **Next** button.

Figure 2-3
User Registration Page

CA.gov California Environmental Protection Agency
AIR RESOURCES BOARD

Contact Us

Help

Complete User Registration

Enter Information

Mr., Mrs., Ms.

First Name *

Last Name *

Middle Initial

Phone Number *

Fax Number

Company Affiliation

Address *

Address

City *

Country *

State *

Postal Code *

Important: To complete registration, enter a valid email address.

Email Address *

Re-enter email address *

Email Salutation (e.g. Bill Smith,)

Create your User ID *

Create your password *

Re-enter password *

Back Next

Click the Next button to proceed with user registration.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 5) Read the Access Agreement and Terms of Use for the ARB GHG Reporting Tool. Click the **I Agree to these Terms** button. You must agree to the terms of the system to proceed with registration for the California GHG Emissions Reporting Tool. If you decline or cancel by clicking either the **I Decline** or **Cancel** buttons, your registration will be withdrawn.

Figure 2-4
Agree to Terms Page

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

Contact Us

Help

Step 2: Agree to Terms

Please read the CORVIS User Agreement and Policy below.

ACCESS AGREEMENT AND TERMS OF USE for the GHG REPORTING TOOL

NOTICE

The State of California, Air Resources Board (ARB) provides you with use of its GHG REPORTING TOOL internet-based software application subject to the terms and conditions set forth in this Access Agreement and Terms of Use (Agreement). You must be registered under the ARB GHG Reporting Program and must accept this Agreement in order to access the GHG REPORTING TOOL.

CLICK THE "I Agree" BUTTON BELOW TO INDICATE YOUR ACCEPTANCE OF THIS AGREEMENT.

I agree to these terms I decline Cancel

Click the I Agree to these Terms button to proceed with the GHG Emissions Reporting Tool user registration.

- 6) Read any current system announcements. Click the **Continue** button. Upon clicking the **Continue** button, you will be automatically logged in to the GHG Emission Reporting Tool.

Figure 2-5
Announcements Page

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

Contact Us

Help

Announcement

Welcome to The California GHG Reporting Tool

Continue

Click the Continue button. You will be automatically logged in to the GHG Emissions Reporting Tool.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 7) Successful completion of the GHG Emissions Reporting Tool registration automatically logs you in to the system. For future access to the GHG Emissions Reporting Tool,

enter your User ID and password on the GHG Emissions Reporting Tool homepage. After you click the **Login** button you will see the logged in home page as displayed in Figure 2-6. From the home page, you can perform the following activities:

- Use the top horizontal menu bar to access the GHG Emissions Reporting Tool modules (see Section 1.5 for further description of the reporting tool menu structure);
- Use the quick links listed under your user group, under the heading "Responsibilities" to navigate directly to a specific page;
- Register additional facilities using the blue **Register Additional Organization** button;
- Update your contact information, email address and password by clicking on the **Edit** button under My Profile;
- Read previous system announcements posted by the Air Resources Board in the Announcements section; or
- Send a question or report a problem to the Air Resources Board using the Contact Us link.

Figure 2-6
Logged In Home Page



2.1.2 Registering Multiple Facilities

If you have received registration information (ARB ID and Access Code) from ARB for multiple facilities, you should see the steps and instructions below. If you only have received one ARB ID and access code, and will be reporting for only one facility, you may skip ahead to Section 2.1.4 to review further information about setting up your facility's information.

- 1) Register your first facility and complete user registration following the steps and instructions in Section 2.1.1.
- 2) Log in to the tool by entering your username and password and clicking the **Login** button. Upon logging in, you will be automatically navigated to the California GHG Emissions Reporting Tool Home page.
- 3) Click on the blue **Register Additional Organization** button in the middle of the page, under the heading "Responsibilities."

Figure 2-7
Logged in Home Page - Register Multiple Facilities

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

My Profile : Contact Us : Log Out

Facility Annual Reporting Reports

Logged in as Facility Manager (source)

Welcome to The California GHG Reporting Tool

Using the Tool

Navigation

Click on the menu items above or the links below to access the functional areas within the application.

Responsibilities

As an Facility Manager, you can:

- [Manage Facility Information](#)
- [Report Annual Data](#)
- [Certify Annual Data](#)
- [View Reports](#)

You can also register additional Facilities

Register Additional Organization Use this button to register additional multiple facilities.

The California GHG Reporting Tool Reporting Flows

The diagram below illustrates the flow of data through The California GHG Reporting Tool and indicates the responsible party for each action.

Report	Certify	Verify
Responsible Parties: Facility Reporter Entity Reporter	Responsible Parties: Facility Manager Entity Manager	Responsible Party: Lead Verifier

Announcements

Welcome to The California GHG Reporting Tool

If you have any questions, please email ghgreport@arb.ca.gov.
[read more](#)

My Profile

Welcome back: Facility Manager

[Edit](#)

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 4) Enter the ARB ID and Access Code for the additional facility contained in the letter from ARB. On this page, the Organization Type (Facility) will already automatically be selected for you. Click the **Next** button.


Figure 2-8
Registration Page for Multiple Facilities

The screenshot displays the 'Register your organization' page. At the top, the CA.GOV logo and the California Environmental Protection Agency AIR RESOURCES BOARD are visible. A navigation bar includes links for Facility, Annual Reporting, and Reports. User information at the top right shows 'Logged in as Jane Smith (source)' and a 'Help' button. The main heading is 'Register your organization'. Below this, instructions state: 'Complete the information below with the ARB ID and Access Code provided to your organization by ARB. Required fields are indicated by a red asterisk (*). If you have not received a letter from the ARB and have questions regarding the application, please select the Contact Us link at the top of the page.' The 'Enter Information' section contains a form with the following fields: 'Organization Type' (a dropdown menu set to 'Facility'), 'ARB-ID' (a text input field with a red asterisk), and 'Access Code' (a text input field with a red asterisk). A red arrow points from the text 'Enter ARB ID and Access Code for additional facilities.' to the ARB-ID field. Another red arrow points from the text 'Click Next to proceed with registration.' to the 'Next' button. At the bottom, a footer link reads 'Home : Visit ARB Mandatory Reporting Page : Return to Top'.

- 5) On the following page, confirm that the facility displayed is the one which you would like to register.

Note: By registering this facility, you will automatically be assigned as the Facility Manager for this facility. This relationship can later be ended if necessary.

Figure 2-9
Confirm Relationship Page

CA.GOV  *California Environmental Protection Agency*
AIR RESOURCES BOARD

My Profile : Contact Us : Log Out

Facility Annual Reporting Reports

Logged in as Jane Smith (source)

Relationship Confirmation

You have successfully completed the registration process.

You are now registered as the primary manager for the organization listed below.
This relationship grants your user account with full privileges to manage information and users and continue with reporting of annual data.

Facility Name	JKL Facility
ARB-ID	996633

Confirm the facility displayed is the one which you would like to register and be assigned as Facility Manager for.

If this information is correct, please click the continue button to proceed to the main home page of the Reporting Tool.
If any of this information on this page is incorrect, please contact the [ARB Registry Administrator](#).

Continue Click Continue to complete registration.

Home : Visit ARB Mandatory Reporting Page : Return to Top

6) Repeat for other additional facilities, if necessary.

2.1.3 Go to My Profile

My Profile is used to edit and manage your personal user information, such as your email address, mailing address, phone number, or system password. Please keep the contact information in My Profile as up to date as possible; particularly your email address as this is used to send you system emails, such as notification of password expiration or notification of other actions taken in the system (e.g. annual report certified or verification opinion issued).

Figure 2-10
Logged in Home Page - My Profile

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

Facility Annual Reporting Reports

Logged in as Facility Manager (Source)

Welcome to The California GHG Reporting Tool

Using the Tool

Navigation

Click on the menu items above or the links below to access the functional areas within the application.

Responsibilities

As an Facility Manager, you can:

- [Manage Facility Information](#)
- [Report Annual Data](#)
- [Certify Annual Data](#)
- [View Reports](#)

You can also register additional Facilities

[Register Additional Organization](#)

The California GHG Reporting Tool Reporting Flows

The diagram below illustrates the flow of data through The California GHG Reporting Tool and indicates the responsible party for each action.

Report
Responsible Parties:
Facility Reporter
Entity Reporter

Certify
Responsible Parties:
Facility Manager
Entity Manager

Verify
Responsible Party:
Lead Verifier

Announcements

Welcome to The California GHG Reporting Tool

If you have any questions, please email ghgreport@arb.ca.gov.
[read more](#)

My Profile

Welcome back: Facility Manager

[Edit](#)

Access My Profile at any time when logged in to the Tool by clicking on My Profile.

Update your contact information, email address, and password.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 1) From the Reporting Tool homepage, you can access My Profile by clicking the **Edit** button in the lower right hand corner of the screen in the My Profile block.

From any page when you are logged in to the Reporting Tool, you can always access My Profile by clicking on the red hyperlink **My Profile** that displays in the upper right hand corner of your screen whenever you are logged in to the Reporting Tool.

Figure 2-11
My Profile Page

CA.GOV **AIR RESOURCES BOARD**

My Profile : Contact Us : Log Out

Facility Annual Reporting Reports

Logged in as Jane Smith (source)

[Print](#) [Help](#)

My Profile

Manage personal information below. Required fields are indicated with a red asterisk (*).

Select the tabs below to manage your Email Preferences, Address, and Password.

Mr., Mrs., Ms.

First Name *

Last Name *

Middle Initial

Phone Number *

Mobile Number

Fax Number

Job Title

Company Affiliation

[Back](#) [Save](#) Click Save to save information in the block above.

[Email Preferences](#) [Address Details](#) [Change Password](#)

Email Preferences

Email Address *

Email Salutation (e.g. Bill Smith.) *

[Save](#) Click Save to save the information in the selected tab above.

Make changes to your personal contact information. Ensure all required fields are completed before saving.

Use the tabs to change your email address, address, or system password. To commit changes, ensure that you save information under each tab.

- 2) Use the top block on the page to edit your name, phone number, job title, or company affiliation. To save click the **Save** button below the block. All required fields in the block, as indicated by a red asterisk (*) must be completed.

- 3) Use the tabs to edit specific information, such as your email contact information, address contact information, or system password. Click the **Save** button at the bottom of the page to save the information entered on that tab.

Note: If you navigate away from the tab before clicking the **Save** button, all new information entered on the tab will be lost.

2.1.4 Go to the Facility Information Page

- 1) Click on the **Facilities** menu link in the top navigation menu at the top of the screen, or click on the **Manage Facility Information** link under the Facility User Responsibilities section of the homepage.

Figure 2-12
Facility Menu



- 2) If you are associated with more than one facility, click on the Facility Name hyperlink in the facility home page grid.

Figure 2-13
Facility Homepage

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AIR RESOURCES BOARD

My Profile : Contact Us : Log Out

Facility Annual Reporting Reports

Use the filter criteria to limit the contents of the grid and make your search easier

Logged in as Facility Manager (source) [Print](#) [Help](#)

Facilities

Locate and click on the facility name below to add, edit, or review facility information.

Use the Search Existing Records to the right to find a specific facility more easily. Use the Export Data button under the grid to get a report of the information contained in the grid.

[Search Existing Records](#)

Click the hyperlinked Facility Name to navigate to the Facility Information page.

Select Facility

Facility Name	ARB ID	Primary Reporting Sector	Secondary Sectors	City	State
ABC Facility	123456	General Stationary Combustion		Sacramento	California
DEF Facility	234567	Cement Plant	Petroleum Refinery, Cogeneration Facility, Electricity Generation	Los Angeles	California
GHI Facility	345678	General Stationary Combustion		San Diego	California
JKL Facility	456789	Hydrogen Plant	Cement Plant, Cogeneration Facility, Electricity Generation	Davis	California

1 - 4 of 4 [Export Data](#)

Home : Visit ARB Mandatory Reporting Page : Return to Top

- After clicking the Facility Name hyperlink, you will be navigated to the Facility Information page for the selected facility.

Figure 2-14
Facility Information Page

CA.GOV **California Environmental Protection Agency**
AIR RESOURCES BOARD

My Profile : Contact Us : Log Out

Facility Annual Reporting Reports

Logged in as Facility Manager (source)

[Print](#) [Help](#)

Facility Information

Use this page to manage your facility's source inventory information.

The tabs below allow you to manage the following data: 1.) Facility Details, 2.) Addresses, 3.) Geographic Location, 4.) Contacts, 5.) Entity Relationships, 6.) Verification Bodies, 7.) Emitting Activities, 8.) Generating Units, 9.) Devices, 10.) Energy and Production, 11.) Facility Documents, 12.) Facility and Unit Submissions, and 13.) ARB Notifications.

For detailed instructions, please select the Help button.

Facility Name ABC Facility
ARB ID 123456
[Back](#)

Facility Details | Addresses | Geographic Location | Contacts | Associated Entity | Verification Bodies | Emitting Activities
Generating Units | Devices | Energy and Production | Facility Documents | Facility and Unit Submissions | ARB Notifications

Facility Details

Facility Name: ABC Facility
ARB ID: 123456
Access Code: test
Primary Reporting Sector: Hydrogen Plant
Secondary Sectors (hold ctrl to select multiple): Cogeneration Facility, Electricity Generation
NAICS (First 2 digits): 33 - Manufacturing
NAICS: 33121 - Iron and Steel Pipe and Tube Manufacturing from Purchased Steel
Nameplate Capacity (MW): 2486
Description:

Please indicate below whether you prefer that non-emissions data or information provided in this report be designated as preferred confidential. For definition of preferred confidential, see help text.
Preferred Confidential ☒

[Save](#)

Home : Visit ARB Mandatory Reporting Page : Return to Top

2.1.4.1 Verify and/or Modify Facility Details (Facility Details Tab)

- 1) Click the Facility Details tab. Review the information in the Facility Details tab to confirm that the Facility Name, Primary Reporting Sector, Secondary Reporting Sector if applicable, NAICS (First 2 digits), NAICS, Nameplate Capacity (MW) if applicable,

Description, and Preferred Confidential Status are correct. Make any necessary changes and click the **Save** button.

- a) **Preferred Confidential:** State law mandates that all emissions data be considered public information. The GHG mandatory reporting regulation requires reporters to provide non-emissions data that may be a trade secret or sensitive business information. Reporters may check this box to require a Public Records Act request procedure before a determination is made of that information which should be made publicly available. ARB has many programs that require the collection of sensitive business data and a well established process of working with regulated businesses and members of the public when non-emissions data is requested.
- b) **PRIMARY and SECONDARY SECTOR DESIGNATIONS:** Often facilities have emitting activities that require reporting under more than one industry sector. Examples are a refinery with a hydrogen production plant, and a general combustion facility with a cogeneration plant. ARB staff has assigned some facilities a primary sector designation to indicate the principal reporting requirements that apply to that facility. Please review this designation under the Primary Reporting Sector field. You may change it, or if a designation has not been pre-assigned, please identify your facility's primary sector according to its principal business. Then, if your facility has additional sector reporting requirements under the same operational control, please identify one or more secondary sectors.

If you are not a refinery, hydrogen plant, cement plant, or general stationary combustion facility that meets the 25,000 metric ton CO₂ threshold, but are required to report because you have power generating units down to 1 MW, you should assign your primary sector as being electricity generation or cogeneration. This applies even if your primary business activity is something else. Please refer to the GHG mandatory reporting regulation and reporting guidance or consult with ARB staff for applicability requirements.

Note: For the Secondary Reporting Sector, hold down the "Ctrl" button to highlight multiple selections. All Secondary Reporting Sector options will be listed in this box. If a Secondary Reporting Sector is listed in the box, but not highlighted, then it has not been selected.

Figure 2-15
Facility Details Tab

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	

Facility Details

Facility Name: ABC Facility

ARB ID: 123456

Access Code: test

Primary Reporting Sector: Hydrogen Plant

Secondary Sectors (hold ctrl to select multiple):
 Cogeneration Facility
 Electricity Generation

NAICS (First 2 digits): 33 - Manufacturing

NAICS: 33121 - Iron and Steel Pipe and Tube Manufacturing from Purchased Steel

Nameplate Capacity (MW): 2486

Description:

Please indicate below whether you prefer that non-emissions data or information provided in this report be designated as preferred confidential.
 For definition of preferred confidential, see help text.

Preferred Confidential ☒

Save

Use the buttons at the bottom of each tab to add or modify information.

Facility Details

Home : Visit ARB Mandatory Reporting Page : Return to Top

2.1.4.2 Manage Facility Addresses (Addresses Tab)

- 1) Click the Addresses tab and review the address information displayed in the grid to confirm that the address listed is correct.

Figure 2-16
Addresses Tab

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	
Facility Addresses						
	Address Type	Address				
<input type="radio"/>	Physical Address	1 First Street Sacramento, California 91234 United States				
<input type="radio"/>	Mailing Address	P.O. Box 123 Sacramento, California 91234 United States				
<p>Use the radio button to select a specific Address. Then use the buttons below the grid to perform a specific action for the selected address.</p>						
Add Address Edit Address Delete			<p>Use these buttons to Add, Edit, or Delete Facility Addresses.</p>			

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- Make any necessary changes by selecting the address with the radio button and clicking the **Edit Address** button under the Addresses grid. On the Edit Address page, make any necessary changes and clicking the **Save** button. Then click the **Back** button to return to the Facility Information page.
- Add a secondary address for your facility by clicking the **Add Address** button under the Addresses grid. On the Create Address page, enter all required fields, as indicated by a red asterisk (*) and click the **Save** button. Then click the **Back** button to return to the Facility Information page.

Figure 2-17
Add Address Page

CA .GOV California Environmental Protection Agency
AIR RESOURCES BOARD

My Profile : Contact Us : Log Out

Facility Annual Reporting Reports

Logged in as Facility Manager (source) [Help](#)

Create Address

Enter the address in the fields below. After you have saved the information, click Back to return to the previous screen.

Address *

Address

City *

Country *

State *

Postal Code *

Address Type

[Back](#) [Save](#)

Complete all required fields.

Click Save, then Back to navigate back to the Facility Information page.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

2.1.4.3 Manage Geographic Location Information (Geographic Location Tab)

- 1) Click the Geographic Location tab to enter relevant geographic location information for your facility. California facilities will provide latitude and longitude coordinates and to select their County, Air Basin, and Air District. Out-of-state, non-California facilities will only provide their facility's latitude and longitude coordinates.
 - a) Enter your latitude coordinates and longitude coordinates in the corresponding fields. Latitude and longitude coordinates should be entered in decimal degrees. This field will support up to five decimal places.

Note: Use the link to Google Maps to confirm already entered geographic location coordinates. If you do not know your geographic location coordinates, the external link from Google Maps is available to help you find your facility's geographic location. Navigating to Google Maps will open a new browser that is external to the GHG Emissions Reporting Tool.

- i. If you do know your latitude and longitude coordinates, you may use Google Maps to confirm them. Enter your latitude and longitude coordinates in the Reporting Tool. Then click on the Google Maps icon on the tab to open a new browser window that will display the entered latitude and longitude coordinates in Google Maps.
 - ii. If you do not know your latitude and longitude coordinates, you may use Google Maps to find them. Click on the Google Maps icon on the tab to open a new browser window. Use the map to find your facility.

- b) Enter all required information, as indicated by a red asterisk (*) and click the **Save** button.

Figure 2-18
Geographic Location Tab

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	

Geographic Location

Latitude (decimal degrees) *


Longitude (decimal degrees) *

County

Air Basin

District

To verify your geographic coordinate entry, select the "Google Maps" button below.

 **Check the latitude and longitude coordinates on a map using the Google Maps link.**

Save **After information has been entered or changed, click Save button.**

2.1.4.4 Add and Manage Facility Contacts (Contacts Tab)

The main facility contact types are Primary Facility Manager, Alternate Facility Manager, and Facility Reporter. Each Facility must have at least one Primary Facility Manager at all times, and may have a maximum of two Primary Facility Managers. The user who registers a facility is automatically assigned as the facility's Primary Facility Manager.

- 1) Click on the **Contacts** tab to create, add, and manage contacts associated with your facility.

Figure 2-19
Contacts Tab

Facility Contacts

	Name	Contact Type	Begin Date
<input type="radio"/>	Smith, Jane	Primary Facility Manager	11/19/2008

Use the radio button to select a specific Facility Contact. Then use the buttons below the grid to perform a specific action for the selected contact.

Use these buttons to Create, Add, or Manage Facility Contacts.

Create New Contact Add/Change End Contact Relationship Show History

- 2) To create a new facility contact, who is not yet a user of the GHG Emissions Reporting Tool, click the **Create New Contact** button.

Note: You should only create a new contact if this user is not yet a user of the GHG Emissions Reporting Tool. Before creating a new contact, please check to see if the person is already a user by clicking on the Add/Change button and searching for the person in the grid and/or using the filter criteria at the top right of your screen.

- a) If you are unsure, you can check by clicking the **Add/Change** button and trying to find their name(s). Names already in the grid are already users and should be added to your contacts list, not created as a new contact.
 - b) If you try to add a new contact, and you receive a system error that this person's email address already exists, then this person is either already a registered user (see Step a) or has already been created as a contact person, but has not yet completed the registration process and become a user. In the latter case, this person should go into their email inbox and find the pre-registration notification email. Then he or she should click on the link and complete registration to become a user of the Reporting Tool. After he or she have completed registration and become a user, you will be able to add him or her as a contact for your facility.
- 3) Enter basic contact information for the new facility contact on the Create Facility Contact page. Required fields are indicated by a red asterisk (*). Click the **Save** button.

Figure 2-20
Create Facility Contact Page

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Create Facility Contact

Complete the user profile below, and then click the Save button. On the following page, you will select the system role for this user.

Facility

Facility Name	ABC Facility
ARB ID	123456

Title

First Name *

Last Name *

Middle Initial

Job Title

Company Affiliation *

Email Address *

Phone Number *

Mobile Number

Fax Number

[Back](#) [Save](#) Click Save to continue.

Complete all required fields for a new facility contact.

If the person you want to add is already a user of the GHG Emissions Reporting Tool, use the Add/Change button on the Contacts Tab, Facility Information page.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- 4) On the Select Facility Contact Detail page, select a Contact Type (Primary Facility Manager, Alternate Facility Manager, or Facility Reporter) for the new facility contact. Select a Begin Date using the calendar icon, if necessary.

Note: If no date is selected, the current system date will automatically be assigned as the Begin Date. Then click the **Save** button.

Figure 2-21
Select Facility Contact Detail Page

The screenshot shows the 'Select Facility Contact Detail' page. At the top is the CA.gov logo and the California Environmental Protection Agency Air Resources Board header. A navigation bar includes 'Facility', 'Annual Reporting', and 'Reports'. On the right, there are links for 'My Profile', 'Contact Us', and 'Log Out', along with a 'Help' button. The page title is 'Select Facility Contact Detail'. Below this, instructions state: 'Choose the Contact Type from the drop down menu below, enter a begin date, and click Save. The Contact Type will determine this user's permissions within the system.'

The 'Facility' section shows 'Facility Name' as 'ABC Facility' and 'ARB ID' as '123456'. The 'Assign Role' section contains a form with the following fields:

- Name:** Rice, Jonathan
- Begin Date:** A date picker with a calendar icon.
- Contact Type:** A dropdown menu with a downward arrow.

Below the 'Contact Type' dropdown is a list of roles: 'Facility Reporter', 'Primary Facility Manager', and 'Alternate Facility Manager'. To the left of this list are 'Back' and 'Save' buttons. Red arrows point from the 'Save' button to the text 'Click Save to continue.' and from the 'Contact Type' dropdown to the text 'Select a Contact Type and a Begin Date, if applicable.' At the bottom of the form, there are links: 'Home', 'Visit ARB Mandatory Reporting Page', and 'Return to Top'.

5) To select a contact who is already a user of the GHG Emissions Reporting Tool that you would like to associate with your facility, click the **Add/Change** button.

- a) On the Select Facility Contact page, select the person you would like to add as a facility contact. To select a person, fill in the radio button next to their name and click the **Select** button. You may use the Search Existing Records block to the right to refine your search.

Note: Only people who have registered as users of the California GHG Emissions Reporting Tool will display in this grid. Contacts that have been previously created, but who have not completed the registration process to become a user will not display in this grid.

If you have previously added a person, but do not see their name in this grid, it is likely because they are not yet users of the Reporting Tool. The contact must open his or her pre-registration notification email, click on the link, and complete the registration information before they will display in the grid and be added as a facility contact.

Figure 2-22
Select Facility Contact Page

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Facility Annual Reporting Reports

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Select Facility Contact

Facility

Facility Name	ABC Facility
ARB ID	123456

Fill the radio button next to the user's name you wish to select, and then click the Select button. On the following page, you will assign a system role for this user.

Use the Search Existing Records block to refine your search. Enter the person's Last Name and/or Company Affiliation, and then click the Search button.

Search Existing Records ▼

Name	<input type="text"/>
Company Affiliation	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Select Person

	Name	Company Affiliation	Address
<input checked="" type="radio"/>	Aabdollah, John	ABC Manufacturing	San Francisco, CA
<input type="radio"/>	Aaron, Samuel	XYZ Facility	Modesto, CA
<input type="radio"/>	Abbot, Joseph	Northern Cogeneration	Fresno, CA
<input type="radio"/>	Adai, Joseph	Southern Electric	Sacramento, CA
<input type="radio"/>	Adair, Hugh	Eastern Hydrogen Plant	Davis, CA
<input type="radio"/>	Adey, Mark	West Cement Co.	Eureka, CA
<input type="radio"/>	Alexander, Kent	LMN LLC.	Redding, CA

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Home : Visit ARB Mandatory Reporting Page : Return to Top

- b) On the Select Facility Contact Detail page, select a Contact Type (Primary Facility Manager, Alternate Facility Manager, or Facility Reporter) for the new facility contact. Select a Begin Date using the calendar icon, if necessary. If no date is selected, the current system date will automatically be assigned as the Begin Date. Then click the **Save** button. See Figure 2-21 for more information.
- 6) To end a facility contact relationship, select the contact with which you would like to end the relationship by filling the radio button next to his or her name and click the **End Contact Relationship** button. From the calendar pop-up, select the date on which you would like the relationship to end.
- 7) To view all current and historic Facility contacts, click the **Show History** button.

2.1.4.5 Add and Edit Facility Documents (Facility Documents Tab)

- 1) Click the Facility Documents tab to upload documents for your facility or to edit existing facility documents.

Figure 2-23
Facility Documents Tab

Facility Documents

Document Name	Document Description	Document Type	Status	Date Added
<input type="radio"/> TEST DOC.doc		Parent Co Info	Public	11/19/2008

Use the radio button to select a specific Address. Then use the buttons below the grid to perform a specific action for the selected document.

Click the hyperlinked Document Name to open the document.

Add Edit Delete

Use these buttons to Add, Edit, or Delete Facility Documents.

- a) Add a document for your facility by clicking the **Add** button under the Facility Documents grid. On the Add Document page, use the **Browse** button to find and upload a file from your local computer, enter all required fields as indicated by a red asterisk (*), and click the **Save** button. Then click the **Back** button to return to the Facility Information page.

Figure 2-24
Add Document Page

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Facility Annual Reporting Reports

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Add Document

Document File * [Browse...](#)

Document Type *

Status *

Document Description

[Back](#) [Add](#)

Use the Browse button to find a document on your local drive to upload to the system.

Click the Add button to add the document and navigate back to the Facility Information page.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- b) Make any necessary changes to the description of an existing document by selecting the document with the radio button and clicking the **Edit** button under the Facility Documents grid. On the Edit Document page, make any necessary changes and clicking the **Save** button. Then click the **Back** button to return to the Facility Information page.

2.1.4.6 Add and Manage Facility Verification Bodies (Verification Bodies Tab)

- 1) Click on the Verification Bodies tab to add and manage verification body relationships associated with your facility.

Figure 2-25
Verification Bodies Tab

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	
Verification Body						
		Verification Body Name	Verification Body Number	Begin Date		
		<input type="radio"/> Trusty Verifiers	CARB-237	11/19/2008		
<div> <input type="button" value="Add Verification Body"/> <input type="button" value="End Relationship"/> <input type="button" value="Show History"/> </div>						



Use the radio button to select a specific Verification Body. Then use the buttons below the grid to perform a specific action for the selected verification body.

Use these buttons to Add, End Relationship, or Show Current/Historical Verification Body Relationships.

- 2) To select a verification body that you would like to associate with your facility, click the **Add Verification Body** button.
 - a) On the following Select Verification Body for Facility page, select the verification body you would like to designate for the third party verification of your facility's annual report. To select a verification body, fill in the radio button next to its name and click the **Select** button. You may use the Search Existing Records block to the right to refine your search.

Note: A facility should not add a verification body until ARB has approved the Conflict of Interest assessment for the facility-verification body relationship.

Figure 2-26
Select Verification Body for Facility Page

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Facility
Annual Reporting
Reports

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Select Verification Body for Facility

Facility Name ABC Facility
ARB ID 123456

Use the filter criteria to refine your search.

[Search Existing Records ►](#)

Use this page to associate a verification body to your facility. On the following page, you will be asked to confirm the facility-verification body relationship.

Creating this relationship will grant the selected verification body read-access to your organization's data.

Use the Search Existing Records block to refine your search.

Select Verification Body for Facility Use the radio button to select a person.

	Verification Body Name	Verification Body Number
<input type="radio"/>	AAA Verification Co.	CARB-248
<input type="radio"/>	Hurst Associates	CARB-249
<input type="radio"/>	O' Dougherty Hicks and Fang	CARB-250
<input type="radio"/>	Olsen Forte LLC	CARB-251
<input type="radio"/>	Trusty Verifiers	CARB-252
<input type="radio"/>	CARB-253

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[Back](#)
[Select](#)

← Click Select to continue.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- b) On the following Confirm Facility-Verification Body Relationship page, confirm that the verification body name displayed on the page is correct. If correct, click the **Select** button. If incorrect, click the **Back** button and select the correct verification body.

Figure 2-27
Confirm Facility-Verification Body Relationship Page



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FacilityAnnual ReportingReports

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Help

Confirm Facility - Verification Body Relationship

Confirm the entity-verification body relationship by clicking the Select button.

Warning: Creating this relationship will grant the verification body read-access to your organization's data.

Facility Name ABC Facility
ARB ID 123456

Verifying Organization
Verification Body Name Trusty Verifiers

BackSelect

Click Select to confirm and continue.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 3) To end a facility-verification body relationship, select the verification body with which you would like to end the relationship by filling the radio button next to its name and click the **End Relationship** button. From the calendar pop-up, select the date on which you would like the relationship to end.
- 4) To view all current and historic verification bodies with which your facility currently does or has had a relationship, click the **Show History** button.

2.1.4.7 View Power Entity Relationships (Associated Entity Tab)

- 1) Only retail providers, power marketers, asset owning/controlling suppliers, and the California Department of Water Resources are considered power entities within the tool. To view a power entity with which your facility has an association, click the Associated Entity tab.

Figure 2-28
Associated Entity Tab

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	

Associated Entities

Entity Name	ARB ID	Begin Date
XYZ Entity	97531	12/23/2008

Click the hyperlinked Entity Name to view more information about that entity.

[Show History](#) Click Show History to view past and current Entity relationships.

- 2) Facility users do not have the ability to edit power entity-facility relationships. However, if there is a power entity listed on this tab that you believe is in error, please contact the System Administrator by using the **Contact Us** link at the top right of the page.
- 3) To view all historic and current power entity relationships, click the **Show History** button.

2.1.4.8 View ARB Notifications (ARB Notifications Tab)

- 1) To view any notifications that the System Administrator or ARB Program Managers may have entered for your facility, click the ARB Notifications tab.

Figure 2-29
ARB Notifications Tab

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	

Administrative Actions

	Reporting Year	Action Name	Status	Comment	Added By	Action Date
<input type="radio"/>	2008	Coming deadline for report	Open		saw	12/23/2008

After the basic Source Information for your facility, and generating units if applicable, has been entered, the Reporter should proceed to setting up the Reporting Structure for the facility and generating units, if applicable, including Emitting Activities, Fuel Associations, and Energy and Production Reporting Categories. See the following section, Section 3.0 Facility Reporting Structure, for more information.

[This page intentionally left blank.]

3.0 Setting Up Your Facility's Reporting Structure (Emitting Activities, Generating Units, Devices, Energy and Production Reporting Categories, and Facility and Unit Submissions)

Reporting Structure

Below are some basic definitions of reporting structure data required for your organization:

An *emitting activity* represents equipment or processes for a power entity, facility, or generating unit that has the capacity to produce emissions. Reporters create emitting activities to organize and define their reported emissions, fuels, and feedstocks as required by the Mandatory GHG Reporting Regulation. An emitting activity in the reporting tool includes naming and categorization information, status and aggregation information, and associated fuels consumed by the emitting activity. Emitting activities may be defined very specifically for an individual process (e.g., a specific boiler) or broadly to cover an entire organization's emissions reporting category (e.g., all stationary combustion). Reporters can adjust emitting activity status and aggregation level of individual emitting activities to facilitate the correct organization of emissions and fully represent the correct configuration of the facility's GHG emissions sources. Fuels used for reporting emissions must be associated with the emitting activity.

For each emitting activity, the reporting tool provides an *emitting activity status* setting that indicates whether or not the reported equipment, activity, or process will be included in generating the annual report for the current reporting period. This status code is not part of the regulatory requirements and is used solely to aid in quality assuring reported data.

An *emitting activity aggregation level* indicates how the data associated with the selected emitting activity should be aggregated in a report. This status code is used solely to aid in generation of reports in order to avoid double counting of reported data.

An *emitting activity fuel association* indicates which fuels, feedstock or other inputs were combusted, consumed or processed, in order to generate emissions for the selected emitting activity. These associations are made directly in an emitting activity record.

A *device* is a representation of the last point of metering at a facility. A Facility determines the number and naming structure they wish to apply to a device to properly represent their points of metering.

Emissions Submission Data (Emissions and Fuels and SF₆ Emissions)

Below are basic definitions of types of emissions and fuels data that may be reported for your organization's submission. Please see Section 5.1 for more information on how to create a submission, and Section 6 for more information on Emissions and Fuels submission reporting.

Emitting Activity Fuel data are reported per each defined emitting activity for one submission.

Emissions data are reported per each defined emitting activity and/or Emitting Activity Fuel for one submission.

Annual *SF₆ Emissions data* are reported per each defined emitting activity for one submission.

Device level fuel data are reported per each defined device for one submission.

3.1 Add and Manage Facility Emitting Activities (Emitting Activities Tab)

The reporting tool is designed to retain certain information from year to year. For example, in year one the reporter would set up with facility emitting activities for the sources that are required to be reported. General practice in following years will be to simply update the data associated with those sources; information on emitting activities would only be re-entered if changes were made at the facility. This section provides the steps on how to add emitting activities and set up your facility for reporting when you first enter the tool. Please note that to report emissions, the reporter must first create a submission, described in Section 5 of this document, and then enter annual Emissions and Fuels data in his or her submission, as described in Sections 6 of this document.

- 1) Click on the Emitting Activities tab to add and manage emitting activities for your facility. An Emitting Activity refers to equipment, activities, or processes at your facility that produces emissions. An Emitting Activity may be very specifically defined or broadly defined. Please refer to the ARB Mandatory Reporting Regulation and the Mandatory Reporting Instructional Guidance for Operators for additional information on what your facility is required to report under the regulation.

Figure 3-1
Emitting Activities Tab

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	

Emitting Activities

	Emitting Activity Name	Emitting Activity Category	Activity Type	Activity Subtype	Status	Data Privacy
<input checked="" type="radio"/>	Tangentially Fired Boiler 1	Stationary Combustion	Boilers	Boilers	Operating	Summed

Use the radio button to select a specific Emitting Activity. Then use the buttons below the grid to perform a specific action for the selected Emitting Activity.

Use these buttons to Add, Edit, or Delete Emitting Activities for your Facility.

- 2) To add a new emitting activity for your facility, click the **Add Emitting Activity** button.

Figure 3-2
Add Emitting Activity Page

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Facility Annual Reporting Reports

Logged in as Facility Manager (source)

[Help](#)

Add Emitting Activity

Use this page to create an emitting activity. Enter the required fields below, and associate fuels specific to this emitting activity. To add fuels to your emitting activity, select one or more fuels from the Available Fuels list and use the arrow controls to move them to the Current Fuels list.

- 1.) Assigning unique Emitting Activity Names will assist you in tracking multiple separate activities for emissions estimation.
- 2.) The Emitting Activity Category and Type are used to categorize your emissions and fuels data.
- 3.) The Status field establishes whether this activity was operating at the facility during the year for which you are reporting emissions. If the activity was not operating for the report year, you do not need to report emissions for that year.
- 4.) Aggregation Level establishes how you would like the data you are reporting to be treated for facility emissions report purposes:
 - a) Aggregation Level is used to establish a hierarchy for your data.
 - b.) Use "Supplemental" for all emitting activities that you do not want added together into a total sum (e.g., specific equipment downstream of a meter already included in a summed total).
 - c.) Use "Optional" for emitting activities that you are not required to report (e.g., mobile emissions).
- 5.) Note that "Available Fuels" includes fuels, feedstocks and other inputs that should be available for the Activity Category and Type you have selected.

Facility
 Facility Name ABC Facility
 ARB ID 123456

Add Emitting Activity

Emitting Activity Name *

Emitting Activity Category * Stationary Combustion

Activity Type * Boilers

Status * Operating

Aggregation Level * Summed

Choose a unique Emitting Activity Name and then enter all other required fields

Available Fuels

- Asphalt & Road Oil, Fuel
- Asphalt, Fuel
- Associated Gas, Fuel
- Aviation Gasoline, Fuel
- Biodiesel, Fuel
- Biogas, Fuel
- Biomass Derived Fuels (Solid), Fuel
- CA Low Sulfur Diesel, Fuel
- CA Reformulated gasoline, 5.7% ethanol, Fuel
- Coal (Anthracite), Fuel
- Coal (Bituminous), Fuel
- Coal (Lignite), Fuel
- Coal (Sub-bituminous), Fuel
- Coal (Unspecified (Electric Power)), Fuel
- Coal (Unspecified (Industrial Coking)), Fuel
- Coal (Unspecified (Other Industrial)), Fuel

>

< <<

Current Fuels

Associate Fuels, Feedstocks, or Other Inputs with your Emitting Activity by moving them from the Available Fuels slush box to the Current Fuels slush box with the arrow controls.

[Back](#) [Save](#)

- a) Enter a unique Emitting Activity Name.
- b) Select an Emitting Activity Category and Activity Type from the drop-down menus.
- c) Select a Status to indicate whether or not this activity operated during the report year.

Note: All Emitting Activities that are marked with a Status of Operating will require that emissions records are reported prior to the annual report's certification. If an Emitting Activity is marked as Shutdown or changed to

Shutdown, then that Emitting Activity will not require data to be reported for it for that year until it is marked as Operating again.

- d) Select an Aggregation Level for this emitting activity. Aggregation Level is used to indicate at what level your data will be summed for the purposes of reports. Please see below for more information on the three different Aggregation Level categories:
 - i) Use Summed for all emitting activities you would like added to other emitting activities to create a sum total for your facility.
 - ii) Use Supplemental for all emitting activities that you do not want added together into a total sum (ex., Specific equipment downstream of a meter already included in your facility's summed total).
 - iii) Use Optional for emitting activities for which you are not required to report (ex., Mobile Emissions).
- e) Associate fuels, feedstocks, or other inputs with your emitting activity. Find the fuels, feedstocks, or other inputs you would like to associate in the Available Fuels slush box. Move them over to the Current Fuels slush box using the arrow controls.

Note: Not all emitting activities require designation of a fuel, feedstock, or other input. For example, fugitive SF6 emissions do not.

- f) Click the **Save** button.
- 3) To edit an existing emitting activity for your facility, fill in the radio button next to the Emitting Activity Name. Then click the **Edit Emitting Activity** button. Change any information necessary on the page and then click the **Save** button.
 - 4) To delete an existing emitting activity for your facility, fill in the radio button next to the Emitting Activity Name. Then click the **Delete Emitting Activity** button. You may not delete emitting activities for which any annual data has been already submitted.

3.2 Add and Manage Generating Units (Generating Units Tab)

3.2.1 Add Generating Unit

- 1) If applicable, click on the Generating Units tab to add and manage the generating units for your facility.

Figure 3-3
Generating Units Tab

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	

Generating Units

Generating Unit Name	ARB ID	Unit Type	Total Unit Nameplate Capacity (MW)	Status
Unit 1	123456-007	Cogeneration Primary Sector - Topping Cycle	2468.0	

Use the hyperlinked Generating Unit Name to select a specific generating unit to edit.

Add Generating Unit Use this buttons to Add a Generating Unit for your Facility.

- 2) To add a new generating unit for your facility, click the **Add Generating Unit** button. Add generating units in the order you want them numbered.

Figure 3-4
Add Generating Unit Page

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Facility Annual Reporting Reports

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Add Generating Unit

Use this page to create a generating unit. Enter the required fields marked by a red asterisk (*) below.

Once you select the Save button below, you may enter additional information for your generating unit on the Generating Unit Details page:
1.) Unit Operating Status, 2.) Cogeneration Information if applicable, and/or 3.) Emitting Activities.

Facility

Facility Name	ABC Facility
ARB ID	123456

Add Generating Unit

Generating Unit Name *	<input type="text"/>
ARB ID *	<input type="text"/>
Unit Type *	<input type="text"/>
Unit Description	<input type="text"/>
Total Unit Nameplate Capacity (MW) *	<input type="text"/> MW

[Back](#) [Save](#) ← When complete, click the Save button.

Home : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- a) Enter a unique Generating Unit Name.
 - b) Select a Generating Unit Type from the drop-down menu.
 - c) Enter the Total Nameplate Capacity for the Generating Unit in Megawatts (MW).
 - d) Click the **Save** button. You will be navigated to the Generating Unit Details page, where you can edit the Operating Status, Cogeneration Information, and Emitting Activities for your generating unit.
- 3) To edit an existing generating unit for your facility, click the hyperlinked Generating Unit Name. Change any information necessary on the page and then click the **Save** button.

3.2.2 Generating Unit Details Page

Figure 3-5
Generating Unit Details Page

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Facility
Annual Reporting
Reports

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[Help](#)

Generating Unit Details

Use this page to manage your generating unit information.

The tabs below allow you to manage the following data: 1.) Unit Operating Status, 2.) Cogeneration Information, if applicable, and 3.) Emitting Activities.

For detailed instructions, please select the Help button.

Facility
 Facility Name: ABC Facility
 ARB ID: 123456

Edit Generating Unit

Generating Unit Name *

ARB ID *

Unit Type * Cogeneration Primary Sector - Topping Cycle

Unit Description

Total Unit Nameplate Capacity (MW) * MW

↖ ↗

Edit Generating Unit information, then click the Save button.

[Return to Facility Details](#)
[Save](#)
[Delete Unit](#)

Unit Operating Status
Cogeneration Information
Emitting Activities

Status
Status Date

No operating status information exists for this unit.

[Change Status](#)

↖ ↗ ↗

Use the tabs to edit detailed information for the Generating Unit.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

3.2.2.1 Generating Unit Operating Status

- 1) To add or change the operating status of your generating unit, navigate to the Generating Unit Details page. If you have just created the generating unit and clicked the **Save** button, you will be navigated to the Generating Unit Details page automatically. If you have previously created the generating unit, click on the Generating Units tab on the Facility Information page. Then click on the hyperlinked Generating Unit Name to navigate to the Generating Unit Details page.
- 2) Click the Unit Operating Status tab on the Generating Unit Details page. Click the **Change Status** button under the Unit Operating Status grid to enter or change the generating unit operating status.

Figure 3-6
Unit Operating Status Tab

Unit Operating Status		
Unit Operating Status		
Status	Status Date	
Operating	11/25/2008	

Change Status

Use this button to change the operating status of your Generating Unit.

- 3) On the Add Unit Status page, select the operating status (Operating, Not Operating, or Permanent Shutdown) for your generating unit from the drop-down menu. Click the **Save** button, and then click the **Return to Unit Information** button to navigate back to the Generating Unit Details page.

Figure 3-7
Add Status Page

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

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Facility Annual Reporting Reports

Logged in as Facility Manager (source) [Help](#)

Add Unit Status

Status * ← Select the operating status from the drop-down menu.

Status Date

[Return to Unit Information](#) ← When complete, click the Save button.

[Home : Visit ARB Mandatory Reporting Page : Return to Top](#)

3.2.2.2 Cogeneration Information

- 1) To add or change the cogenerating information for your generating unit, navigate to the Generating Unit Details page. If you have just created the generating unit and clicked the **Save** button, you will be navigated to the Generating Unit Details page automatically. If you have previously created the generating unit, click on the Generating Units tab on the Facility Information page. Then click on the hyperlinked Generating Unit Name to navigate to the Generating Unit Details page.
- 2) Click the Cogenerating Information tab on the Generating Unit Details page. Enter all applicable fields regarding the cogenerating system information for your generating unit. Then click the **Save** button.

Figure 3-8
Cogeneration Information Tab

Unit Operating Status **Cogeneration Information** Emitting Activities

Cogeneration System Information

(1) Fuel Consumption Unit, include prime mover if applicable *

Unit Description

(2) Heat Recovery Unit *

Description of waste heat technology, include nameplate data

(3) Steam Use Unit, include prime mover if applicable

Unit Description

← When complete, click the Save button.

Enter all required fields. Select Unit Types for Fuel Consumption Unit, Heat Recovery Unit, and/or Steam Use Unit from the drop-down menus. Enter descriptions and/or nameplate capacity data, if applicable.

3.2.2.3 Generating Unit Emitting Activities

- 1) Click on the Emitting Activities tab to add and manage emitting activities for your generating unit.

Figure 3-9
Emitting Activities Tab

Unit Operating Status	Cogeneration Information	Emitting Activities			
Emitting Activities					
Emitting Activity Name	Emitting Activity Category	Activity Type	Activity Subtype	Status	Data Primacy
<input type="radio"/> Cogen Total	Stationary Combustion	Cogeneration Total		Operating	Summed
<input type="radio"/> Cogen Electricity Subset	Stationary Combustion	Cogeneration to Electricity Generation		Operating	Supplemental
<input checked="" type="radio"/> Cogen Thermal Subset	Stationary Combustion	Cogeneration to Thermal Energy Production		Operating	Supplemental

Use the radio button to select a specific Generating Unit Emitting Activity.

Use the hyperlinked Emitting Activity Name to navigate directly to the Edit Emitting Activity page for the selected Emitting Activity.

Use these buttons to Add, Edit, or Delete Generating Unit Emitting Activities.

[Add Emitting Activity](#) [Edit Emitting Activity](#) [Delete Emitting Activity](#)

- 2) To add a new emitting activity for your generating unit, click the **Add Emitting Activity** button.

Figure 3-10
Add Unit Emitting Activity Page

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California Environmental Protection Agency
AIR RESOURCES BOARD

[Facility](#) [Annual Reporting](#) [Reports](#)

Logged in as Facility Manager (source)

[Help](#)

Add Emitting Activity

Use this page to create an emitting activity. Enter the required fields below, and associate fuels specific to this emitting activity. To add fuels to your emitting activity, select one or more fuels from the Available Fuels list and use the arrow controls to move them to the Current Fuels list.

- 1.) Assigning unique Emitting Activity Names will assist you in tracking multiple separate activities for emissions estimation.
- 2.) The Emitting Activity Category and Type are used to categorize your emissions and fuels data.
- 3.) The Status field establishes whether this activity was operating at the facility during the year for which you are reporting emissions. If the activity was not operating for the report year, you do not need to report emissions for that year.
- 4.) Aggregation Level establishes how you would like the data you are reporting to be treated for facility emissions report purposes:
 - a.) Use "Summed" for all emitting activities that you would like added to other emitting activities to create a sum total for your facility.
 - b.) Use "Supplemental" for all emitting activities that you do not want added together into a total sum (e.g., specific equipment downstream of a meter already included in a summed total).
 - c.) Use "Optional" for emitting activities that you are not required to report (e.g., mobile emissions).
- 5.) Note that "Available Fuels" includes fuels, feedstocks and other inputs that should be available for the Activity Category and Type you have selected.

Generating Unit
 Generating Unit Name Unit 2
 ARB ID 123456-002

Add Emitting Activity

Emitting Activity Name *

Emitting Activity Category *

Activity Type *

Status *

Aggregation Level *

Available Fuels

>

< <<

Current Fuels

[Back](#) [Save](#)

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- Enter a unique Emitting Activity Name.
- Select an Emitting Activity Category and Activity Type from the drop-down menus.
- Select a Status to indicate whether or not this activity is currently operating for your generating unit.

- d) Select an Aggregation Level for this emitting activity.
 - i) Use Summed for all emitting activities that you would like added to other emitting activities to create a sum total for your facility (i.e., equipment you wish to sum into a facility total).
 - ii) Use Supplemental to report for emitting activities that you do not want added into the sum of facility emissions because they are already included in your facility's summed total. Use this level if you have already accounted for these emissions as part of stationary combustion and, while you are providing this information to meet unit level reporting requirements, do not want these emissions double counted in the facility summed total.
- e) Associate fuels, feedstocks, or other inputs with your emitting activity. Find the fuels, feedstocks, or other inputs you would like to associate in the Available Fuels slush box. Move them over to the Current Fuels slush box using the arrow controls.

Note: Not all emitting activities require designation of a fuel, feedstock, or other input. For example, fugitive emissions do not.

- 3) Click the **Save** button.
- 4) To edit an existing emitting activity for your generating unit, fill in the radio button next to the Emitting Activity Name. Then click the **Edit Emitting Activity** button. Change any information necessary on the page and then click the **Save** button.
- 5) To delete an existing emitting activity for your generating unit, fill in the radio button next to the Emitting Activity Name. Then click the **Delete Emitting Activity** button. You may not delete emitting activities for which any annual data has been already submitted.

3.3 Add and Manage Devices - Fuel Use Reporting to the Last Point of Measurement (Devices Tab)

The GHG mandatory reporting regulation also requires facilities to monitor and report fuel consumption (not emissions) for the facility and for each process unit or group of units where fuel use is separately metered. This tab provides the fields to enter that data.

- 1) Click on the Devices tab to add and manage devices for your facility.

Figure 3-11
Devices Tab

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	

Devices

	Device Name	Device Type	Description
<input type="radio"/>	Meter A	Meter	

Use the radio button to select a specific device. Then use the buttons below the grid to perform a specific action for the selected device.

Use these buttons to Add, Edit, or Delete Devices.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- 2) To add a new device for your generating unit, click the **Add Device** button.

Figure 3-12
Add Device Page

CA.gov California Environmental Protection Agency
AIR RESOURCES BOARD

My Profile : Contact Us : Log Out

Facility Annual Reporting Reports

Logged in as Facility Manager (source) Help

Add Device

Use this page to create a device. Enter the required fields marked by a red asterisk (*) below. Then click the Save button.

Facility

Facility Name	ABC Facility
ARB ID	123456

Add Device

Device Name *

Device Type * Meter

Description

Back Save

Enter a unique device name and an optional device description.

Click Save to save the new device. Home : Visit ARB Mandatory Reporting Page : Return to Top

Click Back to navigate to the previous page without saving.

- a) Enter a unique Device Name.
 - b) Select a Device Type from the drop-down menu (Meter or Other).
 - c) Enter a Device Description Use the description field to list what types of equipment are downstream of the fuel meter or other measurement device. When the last point of measurement is for a solid fuel weighed by scale at each shipment (e.g., biomass solids), you can provide the device name as "Scale," select "Other" for Device Type, and in the description, note that it is measured per shipment by the supplier.
- 3) Click the **Save** button.
 - 4) To edit an existing device for your facility, fill in the radio button next to the Device Name. Then click the **Edit Device** button. Change any information necessary on the page and then click the **Save** button.
 - 5) To delete an existing device for your facility, fill in the radio button next to the Device Name. Then click the **Delete Device** button. You may not delete devices for which any annual data has been reported.

3.4 Energy and Production Reporting Categories (Energy and Production Tab)

This tab is used to set up the energy and production (non-emissions) data that your facility will report. Based on the sector type selected for your facility, certain energy and production reporting categories will be pre-selected for you. You may add or remove reporting categories, based on the individual reporting requirements for your facility. See instructions below for more information about adding or removing energy and production reporting categories. For more information about annual reporting of energy and production data, see Section 6.0.

- 1) To add or remove energy and production reporting categories for your facility, click on the Energy and Production Tab.

Figure 3-13
Energy and Production Tab

Select Energy and Production Reporting Categories for which you would like to report data.

Available Reporting Categories

- Energy Production
- Energy Provided or Sold
- Steam Production
- Cement Efficiency Metrics Data
- Hydrogen Production Data

Current Reporting Categories

- Indirect Energy Use Data

Use the Add > or < Remove button to move energy and production reporting categories.

Save — You must click Save to commit any changes.

- 2) The box on the left "Available Reporting Categories" indicates all of the available types of energy and production (non-emissions) data available to report for your facility. The box on the right "Current Reporting Categories" indicates the types of energy and production data that you have set up for your facility to report.
- 3) To move energy and production reporting categories from one box to the other, use the **Add >** or **< Remove** buttons. You must click the **Save** button to commit any changes.
- 4) If you are unsure about what types of energy and production (non-emissions) data your facility is required to report, please consult the Mandatory Reporting Instructional Guidance for Operators. The figures below summarize these requirements.

Figure 3-14
Facility Energy and Production Sector Reporting Matrix

Energy and Production Reporting Category	Available for Facility Sector:					
	GSC	Cement	Refinery	Hydrogen	Cogen	Electricity
Indirect Energy Use	R	R	R	R	R	NA
Energy Provided or Sold	NA	NA	NA	NA	R	R
Energy Production	NA	NA	NA	NA	R	R
Steam Production	NA	NA	NA	NA	R	R
Cement Efficiency Metrics	NA	R	NA	NA	NA	NA
Hydrogen	NA	NA	NA	R	NA	NA
Supporting Documentation	O	O	O	O	O	O

R = Required, O = Optional, NA = Not Applicable

Figure 3-15
Generating Unit Energy and Production Sector Reporting Matrix

Energy and Production Reporting Category	Available for: Generating Units
Indirect Energy Use	NA
Energy Provided or Sold	R
Energy Production	R
Steam Production	NA
Cement Efficiency Metrics	NA
Hydrogen	NA
Supporting Documentation	O

R = Required, O = Optional, NA = Not Applicable

3.5 View Facility and Unit Submissions (Facility and Unit Submissions Tab)

- 1) To view existing annual reporting submissions for your facility or units at your facility, click on the Facility and Unit Submissions tab.

Figure 3-16
Facility Unit and Submission Tab

Facility Details	Addresses	Geographic Location	Contacts	Associated Entity	Verification Bodies	Emitting Activities
Generating Units	Devices	Energy and Production	Facility Documents	Facility and Unit Submissions	ARB Notifications	
Facility and Unit Submissions						
Submission ID	Name	Reporting Level	Submission Type	Reporting Year	Submission Status	Status Date
239	ABC Facility	Facility	Emissions and Fuels	2008	Unverified Preliminary Data	12/23/2008

Use the hyperlink to navigate to the Submission Details page for the selected submission.

- 2) Click on the hyperlinked Submission ID to navigate to that submission.

4.0 Common Tasks and Steps for a Power Entity Manager User

The information and instructions contained in this section pertain to power entity registration and information. For information and instructions pertaining to facility registration and information, please refer to the previous section (Section 2.0) of the Users Guide.

4.1 Setting Up Your Power Entity (or Power Entities)

4.1.1 First Time Power Entity Registration and Logging In to the California GHG Emissions Reporting Tool

Note: Use these steps and instructions only for the first power entity that you register. Registering additional multiple power entities can be completed after you have logged in to the tool. Please see Section 4.1.2 for more details.

- 1) Navigate to the California GHG Emissions Reporting Tool (<https://GHGReport.arb.ca.gov>). Click on the **Register** button on the homepage to register your power entity and complete user registration, where you will create a GHG Emissions Reporting Tool username and password.

Figure 4-1
Logged Out Home Page

CA.gov California Environmental Protection Agency
AIR RESOURCES BOARD [Contact Us](#)

Welcome to the California Air Resources Board's Online Greenhouse Gas (GHG) Reporting Tool.

The reporting tool has been designed to meet the needs of companies and agencies reporting GHGs and other information required by the State's mandatory reporting regulation. It also serves as a unified tool for facility tracking and certification of emission reports as well as data verification by third-party verifiers, as required by the regulation.

Because ARB's GHG reporting tool shares its basic software platform with existing reporting and tracking tools developed for U.S. EPA and The Climate Registry, it is also designed to ease transitions to potential regional and national reporting programs in the future.

A User Guide for the reporting tool is available at the California's mandatory reporting web page, at <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>.

User Login

User ID *

Password *

Login

Forgot your [User ID](#) or [Password](#)

Register for an ARB login

To activate a user account for an organization, click the Register button.

Register

Home : Visit ARB Mandatory Reporting Page : Return to Top

Click Register button to set up your Entity and Reporting Tool user login.

- 2) Select **Yes** or **No** from the drop-down menu next to the question "Already a User?"

Note: If you have already chosen a username and password, then you are already a user and should select **Yes**. You should then log in to the Reporting Tool with this username and password, and can proceed with registering other additional power entities if necessary from within the tool (see Section 4.1.2).

- 3) Select the Organization Type (Power Entity) and enter the ARB ID and Access Code provided to you by ARB. Then click the **Next** button to proceed with user registration.

Figure 4-2
Register Your Organization Page

The screenshot shows the 'Register your organization' page. At the top is the header with the CA.GOV logo, the California Environmental Protection Agency logo, and the text 'AIR RESOURCES BOARD'. A 'Contact Us' link is on the right. Below the header is a 'Help' button. The main heading is 'Register your organization'. Below this is a paragraph: 'Complete the information below with the ARB ID and Access Code provided to your organization by ARB. Required fields are indicated by a red asterisk (*). If you have not received a letter from the ARB and have questions regarding the application, please select the Contact Us link at the top of the page.' Below this is a section titled 'Enter Information'. It contains four fields: 'Already a User?' with a dropdown menu, 'Organization Type' with a dropdown menu showing 'Power Entity', 'ARB-ID' with a text input field, and 'Access Code' with a text input field. A 'Next' button is at the bottom left of the form. Red arrows point to each of these elements with the following text: 'Select No. If Yes (already user) proceed to log in to the GHG Emissions Reporting Tool.' for 'Already a User?'; 'Select "Power Entity"' for 'Organization Type'; and 'Click Next button to proceed with the GHG Emissions Reporting Tool registration.' for the 'Next' button. At the bottom of the page is a footer with links: 'Home : Visit ARB Mandatory Reporting Page : Return to Top'.

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD [Contact Us](#)

[Help](#)

Register your organization

Complete the information below with the ARB ID and Access Code provided to your organization by ARB. Required fields are indicated by a red asterisk (*).
If you have not received a letter from the ARB and have questions regarding the application, please select the Contact Us link at the top of the page.

Enter Information

Already a User? **Select No. If Yes (already user) proceed to log in to the GHG Emissions Reporting Tool.**

Organization Type * **Select "Power Entity"**

ARB-ID *

Access Code *

[Next](#) **Click Next button to proceed with the GHG Emissions Reporting Tool registration.**

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- 4) Enter personal contact information on the Complete User Registration page. Required fields are indicated by a red asterisk (*). Choose a GHG Emissions Reporting Tool username and password. Usernames for the GHG Emissions Reporting Tool must be between three and eight characters, and all must be alphanumeric characters. Passwords for the GHG Emissions Reporting Tool must contain at least eight characters with at least one uppercase, one lowercase, and one numeral. Then click the **Next** button.

Figure 4-3
User Registration Page

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

Contact Us

Help

Complete User Registration

Enter Information

Mr., Mrs., Ms.

First Name *

Last Name *

Middle Initial

Phone Number *

Fax Number

Company Affiliation

Address *

Address

City *

Country *

State *

Postal Code *

Important: To complete registration, enter a valid email address.

Email Address *

Re-enter email address *

Email Salutation (e.g. Bill Smith.)

Create your User ID *

Create your password *

Re-enter password *

Back Next

Enter all required fields.

Choose a GHG Emissions Reporting Tool username and password.

Click the Next button to proceed with user registration.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 5) Read the Access Agreement and Terms of Use for the ARB GHG Reporting Tool. Click the **I Agree to these Terms** button. You must agree to the terms of the system to proceed with registration for the California GHG Emissions Reporting Tool. If you decline or cancel by clicking either **I Decline** button or **Cancel** button, your registration will be withdrawn.

Figure 4-4
Agree to Terms Page

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD [Contact Us](#)

Step 2: Agree to Terms [Help](#)

Please read the CORVIS User Agreement and Policy below.

ACCESS AGREEMENT AND TERMS OF USE for the GHG REPORTING TOOL

NOTICE

The State of California, Air Resources Board (ARB) provides you with use of its GHG REPORTING TOOL internet-based software application subject to the terms and conditions set forth in this Access Agreement and Terms of Use (Agreement). You must be registered under the ARB GHG Reporting Program and must accept this Agreement in order to access the GHG REPORTING TOOL.

CLICK THE "I Agree" BUTTON BELOW TO INDICATE YOUR ACCEPTANCE OF THIS AGREEMENT.

[I agree to these terms](#) [I decline](#) [Cancel](#)

Click the I Agree to these Terms button to proceed with the GHG Emissions Reporting Tool user registration.

- 6) Read any current system announcements. Click the **Continue** button. Upon clicking the **Continue** button, you will be automatically logged in to the GHG Emission Reporting Tool.

Figure 4-5
Announcements Page

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD [Contact Us](#)

Announcement [Help](#)

Welcome to The California GHG Reporting Tool

[Continue](#)

Click the Continue button. You will be automatically logged in to the GHG Emissions Reporting Tool.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- 7) Successful completion of the GHG Emissions Reporting Tool registration automatically logs you into the system. For future access to the GHG Emissions Reporting Tool, enter your User ID and password on the GHG Emissions Reporting Tool homepage.

After you click the **Login** button you will see the logged in home page as displayed in Figure 4-6. From the home page, you can perform the following activities:

- Use the top horizontal menu bar to access the GHG Emissions Reporting Tool modules (See Section 1.5 for more information about the menu structure of the reporting tool);
- Use the quick links listed under your user group, under the heading "Responsibilities" to navigate directly to a specific page;
- Register additional power entities using the blue **Register Additional Organization** button;
- Update your contact information, email address and password by clicking on the **Edit** button under My Profile;
- Read previous system announcements posted by the Air Resources Board in the Announcements section; or
- Send a question or report a problem to the Air Resources Board using the Contact Us link.

Figure 4-6
Logged In Home Page



4.1.2 Registering Multiple Power Entities

If you have received registration information (ARB ID and Access Code) from ARB for multiple power entities, you should see the steps and instructions below. If you only have received one letter and will be reporting for only one power entity, you may skip ahead to Section 4.2 to review further information about setting up your power entity's information.

- 1) Register your first power entity and complete user registration following the steps and instructions in Section 4.1.1.
- 2) Log in to the tool by entering your username and password and clicking the **Login** button. Upon logging in, you will be automatically navigated to the California GHG Emissions Reporting Tool Home page.
- 3) Click on the blue **Register Additional Organization** button in the middle of the page, under the heading "Responsibilities".

Figure 4-7
Logged in Home Page - Register Multiple Power Entities

CA.GOV **AIR RESOURCES BOARD**

My Profile : Contact Us : Log Out

Facility Power Entity Annual Reporting Reports

Logged in as Entity Manager(enterprise)

Welcome to the California Air Resources Board's Online Greenhouse Gas (GHG) Reporting Tool.

Using the Tool

Navigation

Click on the menu items above or the links below to access the functional areas within the application.

Responsibilities

As a Power Entity Manager, you can:

- [Manage Power Entity Information](#)
- [Manage Facility Information](#)
- [Report Annual Data](#)
- [Certify Annual Data](#)
- [View Reports](#)

You can also register additional Power Entities.

Register Additional Organization

Use this button to register additional multiple facilities.

The California GHG Reporting Tool Reporting Flows

The diagram below illustrates the flow of data through The California GHG Reporting Tool and indicates the responsible party for each action.

Report	Certify	Verify
<u>Responsible Parties:</u> Facility Reporter Entity Reporter	<u>Responsible Parties:</u> Facility Manager Entity Manager	<u>Responsible Party:</u> Lead Verifier

Announcements

Welcome to The California GHG Reporting Tool

If you have any questions, please email ghgreport@arb.ca.gov.

My Profile

Welcome back: Entity Manager

Edit

- 4) Enter the ARB ID and Access Code for the additional power entity contained in the letter from ARB. On this page, the Organization Type (Power Entity) will already automatically be selected for you. Click the **Next** button.

Figure 4-8
Registration Page for Multiple Power Entities

The screenshot shows the registration page for multiple power entities. At the top, there is a header with the CA.GOV logo, the California Environmental Protection Agency logo, and the AIR RESOURCES BOARD logo. To the right of the logos are links for "My Profile", "Contact Us", and "Log Out". Below the header is a navigation bar with links for "Facility", "Power Entity", "Annual Reporting", and "Reports". On the right side of the navigation bar, it says "Logged in as Amy Adams (enterprise)" and a "Help" button.

Register your organization

Complete the information below with the ARB ID and Access Code provided to your organization by ARB. Required fields are indicated by a red asterisk (*).

If you have not received a letter from the ARB and have questions regarding the application, please select the Contact Us link at the top of the page.

This registration process is for **first time users** of the system registering their Organization. If you are registering a second organization please log in the the system and follow page direction for additional organization registration.

Enter Information

Organization Type *	Power Entity
ARB-ID *	<input type="text"/>
Access Code *	<input type="text"/>

Enter ARB ID and Access Code for additional entities.



Next Click Next to proceed with registration.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 5) On the following page, confirm that the power entity displayed is the one which you would like to register.

Note: By registering this power entity, you will automatically be assigned as the Power Entity Manager for this power entity. This relationship can later be ended if necessary.

Figure 4-9
Confirm Relationship Page

California Environmental Protection Agency
AIR RESOURCES BOARD

My Profile : Contact Us : Log Out

FacilityPower EntityAnnual ReportingReports

Relationship Confirmation

You have successfully completed the registration process.

You are now registered as the primary manager for the organization listed below.
This relationship grants your user account with full privileges to manage information and users and continue with reporting of annual data.

Power Entity Name	EFG Entity
ARB-ID	54545

If this information is correct, please click the continue button to proceed to the main home page of the Reporting Tool.
If any of this information on this page is incorrect, please contact the [ARB System Administrator](#).

Continue

← Click Continue to complete registration.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 6) Repeat for other additional power entities, if necessary.

4.1.3 Go to My Profile

My Profile is used to edit and manage your personal user information, such as your email address, mailing address, phone number, or system password. Please keep the contact information in My Profile up to date as possible; particularly your email address as this is used to send you system emails, such as notification of password expiration or notification of other actions taken in the system (e.g., annual report certified or verification opinion issued).

Figure 4-10
Logged in Home Page - My Profile

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

Facility Power Entity Annual Reporting Reports

My Profile Contact Us : Log Out

Logged in as Entity Manager (enterprise)

Welcome to the California Air Resources Board's Online Greenhouse Gas (GHG) Reporting Tool.

Using the Tool

Navigation

Click on the menu items above or the links below to access the functional areas within the application.

Responsibilities

As a Power Entity Manager, you can:

- [Manage Power Entity Information](#)
- [Manage Facility Information](#)
- [Report Annual Data](#)
- [Certify Annual Data](#)
- [View Reports](#)

You can also register additional Power Entities.

[Register Additional Organization](#)

The California GHG Reporting Tool Reporting Flows

The diagram below illustrates the flow of data through The California GHG Reporting Tool and indicates the responsible party for each action.

```
graph LR
    Report[Report] --> Certify[Certify]
    Certify --> Verify[Verify]
```

Report
Responsible Parties:
Facility Reporter
Entity Reporter

Certify
Responsible Parties:
Facility Manager
Entity Manager

Verify
Responsible Party:
Lead Verifier

Announcements

Welcome to The California GHG Reporting Tool

If you have any questions, please email ghgreport@arb.ca.gov.

My Profile

Welcome back: Entity Manager

[Edit](#)

Access My Profile at any time when logged in to the Tool by clicking on My Profile.

Update your contact information, email address, and password.

- 1) From the Reporting Tool homepage, you can access My Profile by clicking the **Edit** button in the lower right hand corner of the screen in the My Profile block.

From any page when you are logged in to the Reporting Tool, you can always access My Profile by clicking on the hyperlink **My Profile** that displays in the upper right hand corner of your screen whenever you are logged in to the Reporting Tool.

Figure 4-11
My Profile Page

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

My Profile : Contact Us : Log Out

Facility Power Entity Annual Reporting Reports

Logged in as Amy Adams (enterprise) [Print](#) [Help](#)

My Profile

Manage personal information below. Required fields are indicated with a red asterisk (*).

Select the tabs below to manage your Email Preferences, Address, and Password.

Mr., Mrs., Ms.

First Name *

Last Name *

Middle Initial

Phone Number *

Mobile Number

Fax Number

Job Title

Company Affiliation

[Save](#)

Email Preferences **Address Details** **Change Password**

Email Preferences

Email Address *

Email Salutation (e.g. Bill Smith) *

Use the tabs to change your email address, address, or system password. To commit changes, ensure that you save information under each tab.

[Save](#) Click Save to save the information in the selected tab above.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 2) Use the top block on the page to edit your name, phone number, job title, or company affiliation. To save click the **Save** button below the block. All required fields in the block, as indicated by a red asterisk (*) must be completed.
- 3) Use the tabs to edit specific information, such as your email contact information, address contact information, or system password. Click the **Save** button at the bottom of the page to save the information entered on that tab. If you navigate away from

the tab before clicking the **Save** button, all new information entered on the tab will be lost.

4.2 Go to the Power Entity Information page

- 1) Click on the **Power Entities** menu link in the blue bar at the top of the screen, or click on the **Manage Power Entity Information** link under the Entity User Responsibilities section of the homepage.

Figure 4-12
Power Entity Menu



- 2) If you are associated with more than one power entity, click on the Power Entity Name link in the power entity home page grid.

Figure 4-13
Power Entity Home

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

My Profile : Contact Us : Log Out

Facility Power Entity Annual Reporting Reports

Logged in as Entity Manager (enterprise) [Print](#) [Help](#)

Power Entities

Locate and click on the power entity name below to add, edit, or review power entity information.

Use the Search Existing Records to the right to find a specific entity more easily. Use the Export Data button under the grid to get a report of the information contained in the grid.

[Search Existing Records](#)

Power Entities

Power Entity Name ▲	ARB-ID	Primary Entity Type	Secondary Entity Type	City	State
Citro Incorporated	23456	Marketer	Asset Owning/Controlling Supplier	San Diego	California
XYZ Power Entity	12345	Asset Owning/Controlling Supplier		Sacramento	California
Northern CA Power	34567	Multijurisdictional Retail Provider		Eureka	California
Sacramento E & G	45678	Asset Owning/Controlling Supplier		Sacramento	California
ABC Electricity	56789	Non-Multijurisdictional Retail Provider		Seattle	Washington

1 - 6 of 6 [Export Data](#)

Home : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- After clicking the Power Entity Name hyperlink, you will be navigated to the Power Entity Information page for the selected power entity.

Figure 4-14
Power Entity Information Page

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Power Entity Information

Use this page to manage your power entity's source inventory information.

The tabs below allow you to manage the following data: 1.) Power Entity Details, 2.) Addresses, 3.) Power Entity Contacts, 4.) Facility Relationships, 5.) ARB Notifications, 6.) Emitting Activities, 7.) Verification Bodies, and 8.) Power Entity Documents.

For detailed instructions, please select the Help button.

Power Entity Name A Big CA Power Company
ARB-ID 09876

[Back](#)

[Entity Details](#) [Addresses](#) [Power Entity Contacts](#) [Facilities](#) [Verification Bodies](#) [Emitting Activities](#) [Entity Documents](#)
[Entity Submissions](#) [ARB Notifications](#)

Power Entity Details

Power Entity Name * A Big CA Power Company
ARB-ID 09876
Access Code Ent98760
Primary Entity Type * Multijurisdictional Retail Provider
Secondary Entity Type
NAICS (First 2 digits)
NAICS
Power Entity URL
Description

Please indicate below whether you prefer that non-emissions data or information provided in this report be designated as preferred confidential.
For definition of preferred confidential, see help text.

Preferred Confidential ☐

[Save](#)

Click on a tab to view and modify specific information.

Entity Details

Use the buttons at the bottom of each tab to add or modify information.

4.2.1 Review and/or Modify Power Entity Details (Entity Details Tab)

- 1) Click the Power Entity Details tab. Review the information in Power Entity Details tab to confirm that the Power Entity Name, Primary Entity Type, Secondary Entity Type if applicable, NAICS (First two digits), NAICS, Power Entity URL, Description, and

Preferred Confidential Status are correct. Make any necessary changes and click the Save button.

- a) **Preferred Confidential** - State law mandates that all emissions data be considered public information. The GHG mandatory reporting regulation requires reporters to provide non-emissions data that may be a trade secret or sensitive business information. Reporters may check this box to require a Public Records Act request procedure before a determination is made of that information which should be made publicly available. ARB has many programs that require the collection of sensitive business data and a well established process of working with regulated businesses and members of the public when non-emissions data is requested.

Figure 4-15
Power Entity Details Tab

Click on a tab to view and modify specific information.

Entity Details | Addresses | Power Entity Contacts | Facilities | Verification Bodies | Emitting Activities | Entity Documents

Entity Submissions | ARB Notifications

Power Entity Details

Power Entity Name * A Big CA Power Company

ARB-ID 09876

Access Code Ent98760

Primary Entity Type * Multijurisdictional Retail Provider

Secondary Entity Type

NAICS (First 2 digits)

NAICS

Power Entity URL

Description

Please indicate below whether you prefer that non-emissions data or information provided in this report be designated as preferred confidential. For definition of preferred confidential, see help text.

Preferred Confidential ☐

Save

Use the buttons at the bottom of each tab to add or modify information.

Entity Details

4.2.2 Manage Power Entity Addresses (Addresses Tab)

- 1) Click the Addresses tab and review the address information displayed in the grid to confirm that the address listed is correct.

Figure 4-16
Addresses Tab

Entity Details | Addresses | Power Entity Contacts | Facilities | Verification Bodies | Emitting Activities | Entity Documents

Entity Submissions | ARB Notifications

Power Entity Addresses

	Address Type	Address
<input type="radio"/>	Physical Address	123 South Street Beverly Hills, California 90210 United States
<input checked="" type="radio"/>	Mailing Address	PO Box 555 Los Angeles, California 99998 United States

Use the radio button to select a specific Address. Then use the buttons below the grid to perform a specific action for the selected address.

Add Address | Edit Address | Delete

Use these buttons to Add, Edit, or Delete Entity Addresses.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- Make any necessary changes by selecting the address with the radio button and clicking the **Edit Address** button under the Addresses grid. On the Edit Address page, make any necessary changes and clicking the **Save** button. Then click the **Back** button to return to the Power Entity Information page.
- Add a secondary address for your power entity by clicking the **Add Address** button under the Addresses grid. On the Create Address page, enter all required fields, as indicated by a red asterisk (*) and click the **Save** button. Then click the **Back** button to return to the Power Entity Information page.

Figure 4-17
Add Address Page

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Create Address

Enter the address in the fields below. After you have saved the information, click Back to return to the previous screen.

Address *
Address
City *
Country * United States
State *
Postal Code *
Address Type

[Back](#) [Save](#)

Complete all required fields.

Click Save, then Back to navigate back to the Power Entity Information page.

Home : Visit ARB Mandatory Reporting Page : Return to Top

4.2.3 Add and Manage Power Entity Contacts (Contacts Tab)

The main power entity contact types are Primary Power Entity Manager, Alternate Power Entity Manager, and Power Entity Reporter. Each Power Entity must have at least one Primary Power Entity Manager at all times, and may have a maximum of two Primary Power Entity Managers. The user who registers a power entity is automatically assigned as the power entity's Primary Power Entity Manager.

- 1) Click on the Contacts tab to create, add, and manage contacts associated with your power entity.

Figure 4-18
Contacts Tab

Entity Details | Addresses | **Power Entity Contacts** | Facilities | Verification Bodies | Emitting Activities | Entity Documents

Entity Submissions | ARB Notifications

Power Entity Contacts

	Name	Contact Type	Begin Date
<input type="radio"/>	Adams, Amy	Primary Entity Manager	01/27/2009
<input type="radio"/>	Flohr, Utley	Entity Reporter	12/08/2008
<input type="radio"/>	Klint, Gustav	Entity Reporter	12/18/2008

Use the radio button to select a specific Power Entity Contact. Then use the buttons below the grid to perform a specific action for the selected contact.

Use these buttons to Create, Add, or Manage Power Entity Contacts.

Create New Contact | Add/Change | End Contact Relationship | Show History

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- 2) To create a new power entity contact, who is not yet a user of the GHG Emissions Reporting Tool, click the **Create New Contact** button.

Note: You should only create a new contact if this user is not yet a user of the GHG Emissions Reporting Tool. Before creating a new contact, please check to see if the person is already a user by clicking on the Add/Change button and searching for the person in the grid and/or using the filter criteria at the top right of your screen.

- a) If you are unsure, you can check by clicking the **Add/Change** button and trying to find their name(s). Names already in the grid are already users and should be added to your contacts list, not created as a new user.
- b) If you try to add a new contact, and you receive a system error that this person's email address already exists, then this person is either already a registered user (see Step a) or has already been created as a contact person, but has not yet completed the registration process and become a user. In the latter case, this person should go into their email inbox and find the pre-registration notification email. Then he or she should click on the link and complete registration to

become a user of the Reporting Tool. After he or she has completed registration and become a user, you will be able to add him or her as a contact for your power entity.

- 3) Enter basic contact information for the new power entity contact on the Create Power Entity Contact page. Required fields are indicated by a red asterisk (*). Click the Save button.

Figure 4-19
Create Power Entity Contact Page

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Create Power Entity Contact

Complete the user profile below, and then click the Save button. On the following page, you will select the system role for this user.

Power Entity

Power Entity Name: A Big CA Power Company
ARB-ID: 09876

Title

First Name *

Last Name *

Middle Initial

Job Title

Company Affiliation

Email Address *

Phone Number *

Fax Number

Mobile Number

[Back](#) [Save](#)

Click Save to continue.

Complete all required fields for a new power entity contact.
If the person you want to add is already a user of the GHG Emissions Reporting Tool, use the Add/Change button on the Contacts Tab, Power Entity Information page.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 4) On the Select Power Entity Contact Detail page, select a Contact Type (Primary Power Entity Manager, Alternate Power Entity Manager, or Power Entity Reporter) for the new power entity contact. Select a Begin Date using the calendar icon, if necessary.

Note: If no date is selected, the current system date will automatically be assigned as the Begin Date. Then click the Save button.

Figure 4-20
Select Power Entity Contact Detail Page

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Help

Select Power Entity Contact Detail

People data saved.

Choose the Contact Type from the drop down menu below, enter a begin date, and click Save.
The Contact Type will determine this user's permissions within the system.

Power Entity

Power Entity Name: A Big CA Power Company
ARB-ID: 09876

Assign Role

Name: Brewer, Bailey
Begin Date:
Contact Type:
Back Save

Alternate Entity Manager
Primary Entity Manager
Entity Reporter

Select a Contact Type and a Begin Date, if applicable.

Click Save to continue.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 5) To select a contact who is already a user of the GHG Emissions Reporting Tool that you would like to associate with your power entity, click the **Add/Change** button.
 - a) On the Select Power Entity Contact page, select the person you would like to add as a power entity contact. To select a person, fill in the radio button next to their name and click the **Select** button. You may use the Search Existing Records block to the right to refine your search.

Note: Only people who have registered as users of the California GHG Emissions Reporting Tool will display in this grid. Contacts that have been previously created, but who have not completed the registration process to become a user will not display in this grid.

If you have previously added a person, but do not see their name in this grid, it is likely because they are not yet users of the Reporting Tool. The contact must open his or her pre-registration notification email, click on the link, and complete the registration information before they will display in the grid and are able to be added as a power entity contact.

Figure 4-21
Select Power Entity Contact Page

The screenshot shows the 'Select Power Entity' page. At the top is the CA.GOV logo and the California Environmental Protection Agency AIR RESOURCES BOARD. A navigation bar includes links for Facility, Power Entity, Annual Reporting, and Reports. The user is logged in as Amy Adams (enterprise). A 'Power Entity' summary box shows 'Power Entity Name: A Big CA Power Company' and 'ARB-ID: 09876'. A 'Search Existing Records' block has input fields for 'Name' and 'Company Affiliation', with 'Search' and 'Clear' buttons. A 'Select Person' table lists eight individuals with radio buttons for selection. At the bottom are 'Back' and 'Select' buttons. Red arrows and text provide instructions: 'Use the filter criteria to refine your search.' points to the search block; 'Use the radio button to select a person.' points to the radio button for Aaron, Samuel; and 'Click Select to continue.' points to the Select button.

Power Entity

Power Entity Name A Big CA Power Company
ARB-ID 09876

Fill the radio button next to the user's name you wish to select, and then click the Select button. On the following page, you will assign a system role for this user.

Use the Search Existing Records block to refine your search. Enter the person's Last Name and/or Company Affiliation, and then click the Search button.

Search Existing Records

Name
Company Affiliation
Search **Clear**

Select Person

	Name	Company Affiliation	Address
<input type="radio"/>	Aaron, Samuel	Sacramento Power	San Francisco, CA
<input checked="" type="radio"/>	Adair, Hugh	Modesto E & G	Modesto, CA
<input type="radio"/>	Adams, Amy	Big CA Power Company	Fresno, CA
<input type="radio"/>	Adey, Mark	Southern Electric	Sacramento, CA
<input type="radio"/>	Akins, Craig	Bishop LLC	Davis, CA
<input type="radio"/>	Alexander, Kent	Eureka Municipal Power	Eureka, CA
<input type="radio"/>	Anderson, Matt	San Fernando Electric Co.	Redding, CA

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Back **Select**

Home : Visit ARB Mandatory Reporting Page : Return to Top

- b) On the Select Power Entity Contact Detail page, select a Contact Type (Primary Power Entity Manager, Alternate Power Entity Manager, or Power Entity Reporter) for the new power entity contact. Select a Begin Date using the calendar icon, if necessary. If no date is selected, the current system date will automatically be assigned as the Begin Date. Then click the **Save** button. See Figure 4-20 for more information.
- 6) To end a power entity contact relationship, select the contact with which you would like to end the relationship by filling the radio button next to his or her name and click the **End Contact Relationship** button. From the calendar pop-up, select the date on which you would like the relationship to end.
- 7) To view all current and historic Power Entity contacts, click the **Show History** button.

4.2.4 Add and Edit Power Entity Documents (Entity Documents Tab)

- 1) Click the Power Entity Documents tab to upload documents for your power entity or to edit existing power entity documents.

Figure 4-22
Power Entity Documents Tab

Entity Details | Addresses | Power Entity Contacts | Facilities | Verification Bodies | Emitting Activities | **Entity Documents**

Entity Submissions | ARB Notifications

Power Entity Documents

	Document Name	Document Description	Document Type	Status	Date Added
<input type="radio"/>	TEST DOC.doc		Power Sector Doc	Public	11/19/2008

Use the radio button to select a specific Power Entity Document. Then use the buttons below the grid to perform a specific action for the selected document.

Click the hyperlinked Document Name to open the document.

Add **Edit** **Delete** Use these buttons to Add, Edit, or Delete Power Entity Documents.

- a) Add a document for your power entity by clicking the **Add** button under the Power Entity Documents grid. On the Add Document page, use the **Browse** button to find and upload a file from your local computer, enter all required fields as indicated by a red asterisk (*), and click the **Save** button. Then click the **Back** button to return to the Power Entity Information page.

Figure 4-23
Add Document Page

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Help Help

Add Document

Document File * Browse...

Document Type *

Status *

Document Description

Back Add

Use the Browse button to find a document on your local drive to upload to the system.

Click the Add button to add the document and navigate back to the Power Entity Information page.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- b) Make any necessary changes to an existing document description by selecting the document with the radio button and clicking the **Edit** button under the Power Entity Documents grid. On the Edit Document page, make any necessary changes and clicking the **Save** button. Then click the **Back** button to return to the Power Entity Information page.

4.2.5 Add and Manage Power Entity Verification Bodies (Verification Bodies Tab)

- 1) Click on the Verification Bodies tab to add and manage verification body relationships associated with your power entity.

Figure 4-24
Verification Bodies Tab

Entity Details | Addresses | Power Entity Contacts | Facilities | **Verification Bodies** | Emitting Activities | Entity Documents

Entity Submissions | ARB Notifications

Verification Body

	Verification Body Name	Verification Body Number	Begin Date
<input type="radio"/>	Trusty Verifiers	CARB-237	11/19/2008

Use the radio button to select a specific Verification Body. Then use the buttons below the grid to perform a specific action for the selected verification body.

Add Verification Body | End Relationship | Show History

Use these buttons to Add, End Relationship, or Show Current/Historical Verification Body Relationships.

- 2) To select a verification body that you would like to associate with your power entity, click the **Add Verification Body** button.
 - a) On the following Select Verification Body for Power Entity page, select the verification body you would like to designate for the third party verification of your power entity's annual report. To select a verification body, fill in the radio button next to its name and click the **Select** button. You may use the Search Existing Records block to the right to refine your search.

Note: A power entity should not add a verification body until ARB has approved the Conflict of Interest assessment for the power entity-verification body relationship.

Figure 4-25
Select Verification Body for Power Entity Page

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Select Verification Body for Power Entity

Power Entity

Power Entity Name	A Big CA Power Company
ARB-ID	09876

Use this page to associate a verification body to your power entity. On the following page, you will be asked to confirm the power entity-verification body relationship.

Creating this relationship will grant the selected verification body read-access to your organization's data.

Use the Search Existing Records block to refine your search.

Search Existing Records ▼
 Verification Body Number
 Verification Body Name
[Filter](#) [Clear](#)

Use the radio button to select a verification body.

Select Verification Body for Power Entity

	Verification Body Name	Verification Body Number
<input checked="" type="radio"/>	AAA Verification Co.	CARB-248
<input type="radio"/>	Hurst Associates	CARB-249
<input type="radio"/>	O' Dougherty Hicks and Fang	CARB-250
<input type="radio"/>	Olsen Forte LLC	CARB-251
<input type="radio"/>	Trusty Verifiers	CARB-252
<input type="radio"/>		CARB-253

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[Back](#) [Select](#)

Click Select to continue.

Home : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- b) On the following Confirm Power Entity-Verification Body Relationship page, confirm that the verification body name displayed on the page is correct. If correct, click the **Select** button. If incorrect, click the **Back** button and select the correct verification body.

Figure 4-26
Confirm Power Entity-Verification Body Relationship Page

The screenshot shows the 'Confirm Power Entity - Verification Body Relationship' page. At the top is the CA.GOV logo and the California Environmental Protection Agency AIR RESOURCES BOARD header. A navigation bar includes links for Facility, Power Entity, Annual Reporting, and Reports. The user is logged in as Amy Adams (enterprise). The page title is 'Confirm Power Entity - Verification Body Relationship'. Below the title, instructions state: 'Confirm the entity-verification body relationship by clicking the Select button.' A warning message reads: 'Warning: Creating this relationship will grant the verification body read-access to your organization's data.' The 'Power Entity' section shows 'Power Entity Name' as 'A Big CA Power Company' and 'ARB-ID' as '09876'. The 'Verifying Organization' section shows 'Verification Body Name' as 'Trust But Verify, Inc.'. At the bottom of this section are 'Back' and 'Select' buttons. A red arrow points to the 'Select' button with the text 'Click Select to confirm and continue.' At the very bottom, a footer link reads 'Home : Visit ARB Mandatory Reporting Page : Return to Top'.

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Logged in as Amy Adams (enterprise) **Help**

Confirm Power Entity - Verification Body Relationship

Confirm the entity-verification body relationship by clicking the Select button.

Warning: Creating this relationship will grant the verification body read-access to your organization's data.

Power Entity

Power Entity Name	A Big CA Power Company
ARB-ID	09876

Verifying Organization

Verification Body Name	Trust But Verify, Inc.
------------------------	------------------------

Back **Select** ← Click Select to confirm and continue.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 3) To end a power entity-verification body relationship, select the verification body with which you would like to end the relationship by filling the radio button next to its name and click the **End Relationship** button. From the calendar pop-up, select the date on which you would like the relationship to end.
- 4) To view all current and historic verification bodies with which your power entity currently does or has had a relationship, click the **Show History** button.

4.2.6 View Facility Relationships (Facilities Tab)

- 1) To view all facilities with which your power entity has an association with, click the Facilities tab.

Figure 4-27
Facilities Tab

Entity Details | Addresses | Power Entity Contacts | **Facilities** | Verification Bodies | Emitting Activities | Entity Documents

Entity Submissions | ARB Notifications

Facilities

	Facility Name	ARB ID	Begin Date
<input type="radio"/>	Big CA Power Facility	120808	12/09/2008

Click the hyperlinked Facility Name to view more information about or to edit details for that facility.


Add Existing Facility | **End Facility Relationship** | **Show History**


Click Add Existing Facility to associate the power entity with a facility.
Click End Facility Relationship to end a relationship with an associated facility.
Click Show History to view past and current Facility relationships.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 2) To select a facility over which your power entity has ownership or operational control, click the **Add Existing Facility** button.
 - a) On the Select Power Entity-Facility Relationship page, select the facility with which you would like to establish an association by filling in the radio button and click the **Select** button.

Figure 4-28
Select Power Entity-Facility Relationship Page





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Power Entity
Annual Reporting
Reports

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Select Power Entity-Facility Relationship

Power Entity

Power Entity Name A Big CA Power Company

ARB-ID 09876

Use this page to associate a facility to your power entity. Fill the radio button next to the facility's name, and then click the Select button. On the following page, you will be asked to confirm the power entity-facility relationship.

Commit this action only for facilities over which your power entity has operational control.

The grid below contains facilities that do not already have an existing relationship with a power entity. You may use the Search Existing Records block to the right to refine your search.

Use the filter criteria to refine your search.

Search Existing Records ▼

Facility Name

ARB ID

Primary Sector

State

City

[Search](#)
[Clear](#)

Use the radio button to select an associated facility.

Select Facility

	Facility Name	ARB ID	Primary Sector	Secondary Sectors	City	State
<input type="radio"/>	ABC Facility	123456	Cement Plant		Sacramento	California
<input type="radio"/>	LA Cement	234567	Cogeneration Facility		Los Angeles	California
<input type="radio"/>	Boonton Stationary Combustion	345678	General Stationary Combustion		Boonton	California
<input type="radio"/>	FGH Cogen	456789	Cogeneration Facility		Davis	California
<input type="radio"/>	Irvine Hydrogen Plant	567890	Cogeneration Facility	Hydrogen Plant, Electricity Generation	Irvine	California
<input type="radio"/>	Redding Refinery	678901	Petroleum Refinery	General Stationary Combustion, Cement Plant	Redding	California

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Back
Select

Click Select to continue.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- b) On the Confirm Power Entity-Facility Relationship page, review the information for the associated facility. Enter the Access Code from the ARB notification letter. Then click the **Submit** button to establish the relationship. The facility will now display in the grid under the Facilities tab on the Power Entity Information page.

Figure 4-29
Confirm Power Entity-Facility Relationship Page

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Confirm Power Entity-Facility Relationship

Enter the secure Access Code specific to the displayed facility then Click **Confirm**.
This action will create a relationship between your power entity and the displayed facility allowing you to review and edit facility information.

Warning: Commit this action only for facilities over which your power entity has operational control.

Power Entity

Power Entity Name	A Big CA Power Company
ARB-ID	09876

Facility

Facility Name	Facility123
ARB ID	555777
Access Code *	<input type="text"/>

[Back](#) [Confirm](#)

Enter the Access Code from the ARB notification letter.

Click Confirm to save and confirm.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- 3) To end a relationship with a facility, select the facility from the grid under the Facilities tab by filling in the radio button. Then click the **End Facility Relationship** button. A calendar pop-up will display. Select the date to end the relationship on the calendar.
- 4) To view all historic and current power entity relationships, click the **Show History** button.

4.2.7 View ARB Notifications (ARB Notifications Tab)

- 1) To view any notifications that the System Administrator or ARB Program Managers may have entered for your power entity, click the ARB Notifications tab. Power Entity Managers and Power Entity Reporters cannot edit ARB Notifications. They are view-only on the tab.

Note: If you believe there is an ARB Notification posted for your power entity in error, you may use the Contact Us link to send a message to ARB.

Figure 4-30
ARB Notifications Tab

Entity Details	Addresses	Power Entity Contacts	Facilities	Verification Bodies	Emitting Activities	Entity Documents
Entity Submissions	ARB Notifications					
ARB Notifications						
	Reporting Year	Action Name	Status	Comment	Added By	Action Date
<input type="radio"/>	2008	Coming deadline for report	Open		saw	12/23/2008

4.3 Setting Up Your Power Entity's Emitting Activities (for Reporting SF₆ Emissions) (Emitting Activities Tab)

4.3.1 Add and Manage Power Entity Emitting Activities

- 1) Click on the Emitting Activities tab to add and manage emitting activities for your power entity. An Emitting Activity refers to equipment, activities, or processes at your power entity that produces emissions. An Emitting Activity may be very specifically defined or broadly defined. Please refer to the ARB Mandatory Reporting Regulation and the Mandatory Reporting Instructional Guidance for Operators for additional information on what your power entity is required to report under the regulation.

Note: For power entities, the only type of emitting activities that can be added will be Fugitive SF₆ emissions from transmission, distribution, or substation.

Figure 4-31
Emitting Activities Tab

Entity Details	Addresses	Power Entity Contacts	Facilities	Verification Bodies	Emitting Activities	Entity Documents
Entity Submissions		ARB Notifications				

Emitting Activities

	Emitting Activity Name	Emitting Activity Category	Activity Type	Status	Aggregation Level
<input checked="" type="radio"/>	SF6 Emissions	Fugitive	Transmission/Distribution/Substation (use for SF6)	Operating	Summed

Use the radio button to select a specific Emitting Activity. Then use the buttons below the grid to perform a specific action for the selected Emitting Activity.

Use these buttons to Add, Edit, or Delete Emitting Activities for your Power Entity.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- To add a new emitting activity for your power entity, click the **Add Emitting Activity** button.

Figure 4-32
Add Emitting Activity Page

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Add Emitting Activity

Use this page to create an emitting activity. Enter the required fields below, and associate fuels specific to this emitting activity. To add fuels to your emitting activity, select one or more fuels from the Available Fuels list and use the arrow controls to move them to the Current Fuels list.

- 1.) Assigning unique Emitting Activity Names will assist you in tracking multiple separate activities for emissions estimation.
- 2.) The Emitting Activity Category and Type are used to categorize your emissions and fuels data.
- 3.) The Status field establishes whether this activity was operating at the facility during the year for which you are reporting emissions. If the activity was not operating for the report year, you do not need to report emissions for that year.
- 4.) Aggregation Level establishes how you would like the data you are reporting to be treated for facility emissions report purposes:
 - a.) Use "Summed" for all emitting activities that you would like added to other emitting activities to create a sum total for your facility.
 - b.) Use "Supplemental" for all emitting activities that you do not want added together into a total sum (e.g., specific equipment downstream of a meter already included in a summed total).
 - c.) Use "Optional" for emitting activities that you are not required to report (e.g., mobile emissions).
- 5.) Note that "Available Fuels" includes fuels, feedstocks and other inputs that should be available for the Activity Category and Type you have selected.

Power Entity

Power Entity Name A Big CA Power Company
ARB-ID 09876

Add Emitting Activity

Emitting Activity Name *

Emitting Activity Category * Fugitive

Activity Type * Transmission/Distribution/Substation (use for SF₆)

Status * Operating

Aggregation Level * Summed

Available Fuels (Fuels, Feedstocks, or Other)

- Acid Gas, Other
- Asphalt & Road Oil, Other
- Asphalt Blown, Other
- Asphalt, Other
- Central Appalachia (E KY): Surface Mined Coal, Other
- Central Appalachia (E KY): Underground Mined Coal, Other
- Central Appalachia (VA): Surface Mined Coal, Other
- Central Appalachia (VA): Underground Mined Coal, Other
- Central Appalachia (WV): Surface Mined Coal, Other
- Central Appalachia (WV): Underground Mined Coal, Other
- CKD, Other
- Clinker, Other
- Crude Oil, Other
- Heat from Geothermal Steam / Fluid, Other
- Illinois: Surface Mined Coal, Other
- Illinois: Underground Mined Coal, Other

Current Fuels (Fuels, Feedstocks, or Other)

Back Save

Click Save when complete.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- a) Enter a unique Emitting Activity Name.
- b) Select an Emitting Activity Category (Fugitive is the only option for power entities and will be selected by default) and Activity Type from the drop-down menus.

Note: Power entities should select the Activity Type of Transmission/Distribution/Substation (use for SF₆).

- c) Select a Status to indicate whether or not this activity operated during the report year.

Note: All Emitting Activities that are marked with a Status of Operating will require that emissions records are reported prior to the annual report's certification. If an Emitting Activity is marked as Shutdown or changed to Shutdown, then that Emitting Activity will not require data to be reported for it for that year until it is marked as Operating again.

- d) Select an Aggregation Level for this emitting activity. Aggregation Level is used to indicate at what level your data will be summed for the purposes of reports. Please see below for more information on the three different Aggregation Level categories:
 - i) Use Summed for all emitting activities that you would like added to other emitting activities to create a sum total for your power entity.
 - ii) Use Supplemental for all emitting activities that you do not want added together into a total sum (Ex. Specific equipment already included in your power entity's summed total).
- e) If applicable, associate fuels, feedstocks, or other inputs with your emitting activity. Find the fuels, feedstocks, or other inputs you would like to associate in the Available Fuels slush box. Move them over to the Current Fuels slush box using the arrow controls.

Note: It is not required to associate a fuel, feedstock, or other input for your emitting activity.


- f) Click the **Save** button.
- 3) To edit an existing emitting activity for your power entity, fill in the radio button next to the Emitting Activity Name. Then click the **Edit Emitting Activity** button. Change any information necessary on the page and then click the **Save** button.
 - 4) To delete an existing emitting activity for your power entity, fill in the radio button next to the Emitting Activity Name. Then click the **Delete Emitting Activity** button. You may not delete emitting activities for which any annual data has been reported.

4.3.2 View Power Entity Submissions (Power Entity Submissions Tab)

- 1) To view existing annual reporting submissions for your Power Entity, click on the Power Entity Submissions tab.

Figure 4-33
Power Entity Submissions Tab

Entity Details	Addresses	Power Entity Contacts	Facilities	Verification Bodies	Emitting Activities	Entity Documents
Entity Submissions		ARB Notifications				
Power Entity Submissions						
Submission ID	Name	Reporting Level	Submission Type	Reporting Year	Submission Status	Status Date
301	A Big CA Power Company	Power Entity	Power Transactions	2008	Unverified Preliminary Data	01/19/2009
302	A Big CA Power Company	Power Entity	SF6 Emissions	2008	Unverified Preliminary Data	01/19/2009



Use the hyperlink to navigate to the Submission Details page for the selected submission.

[View Reports](#)

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

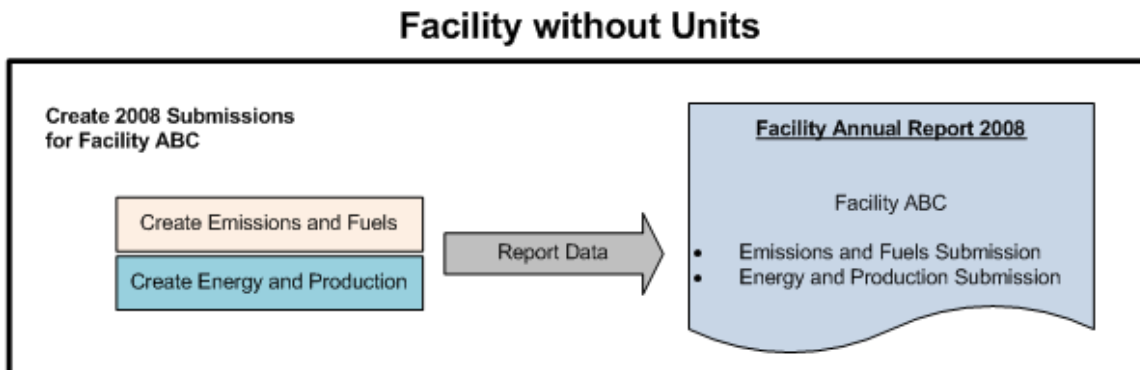
- 2) Click on the hyperlinked Submission ID to navigate to that submission.

5.0 Annual Reporting

A facility or power entity's annual report consists of multiple submissions.

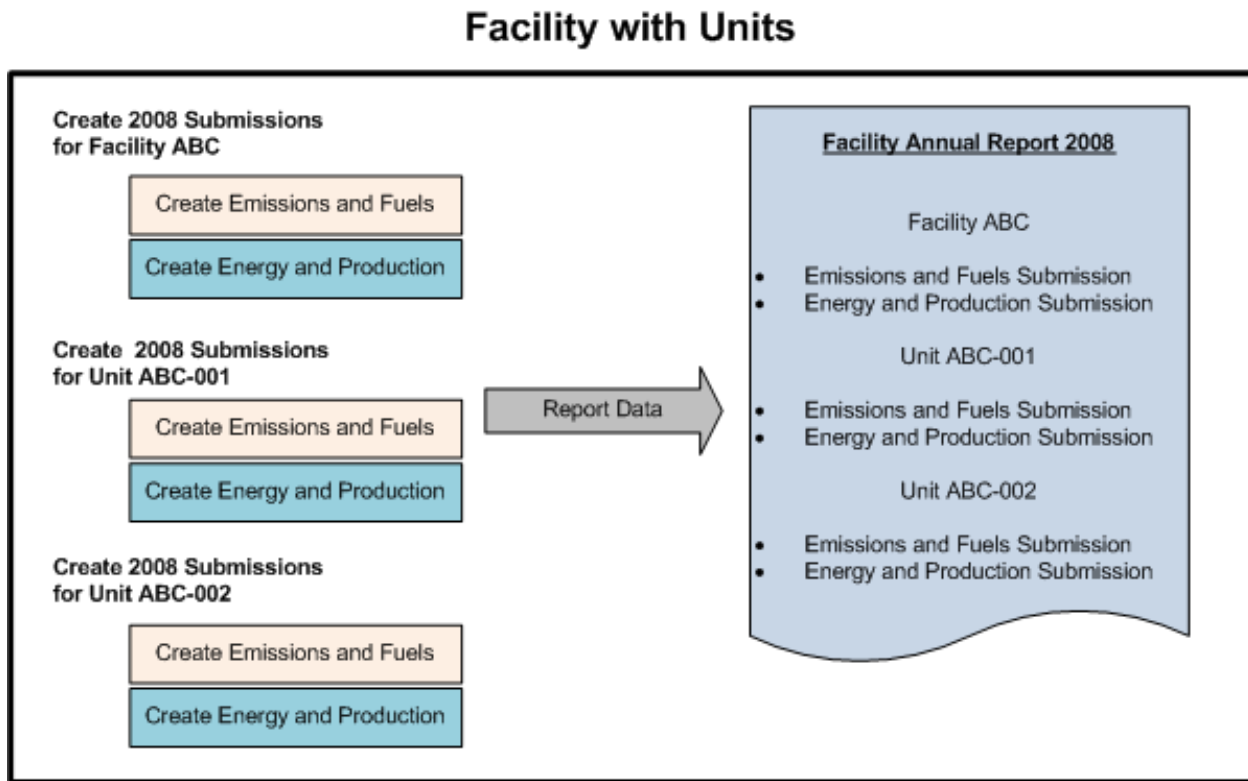
The annual report for a facility with no generating unit will consist of an Emissions and Fuels submission and an Energy and Production submission, for a total of two submissions.

Figure 5-1
Facility without Units Annual Report Flow



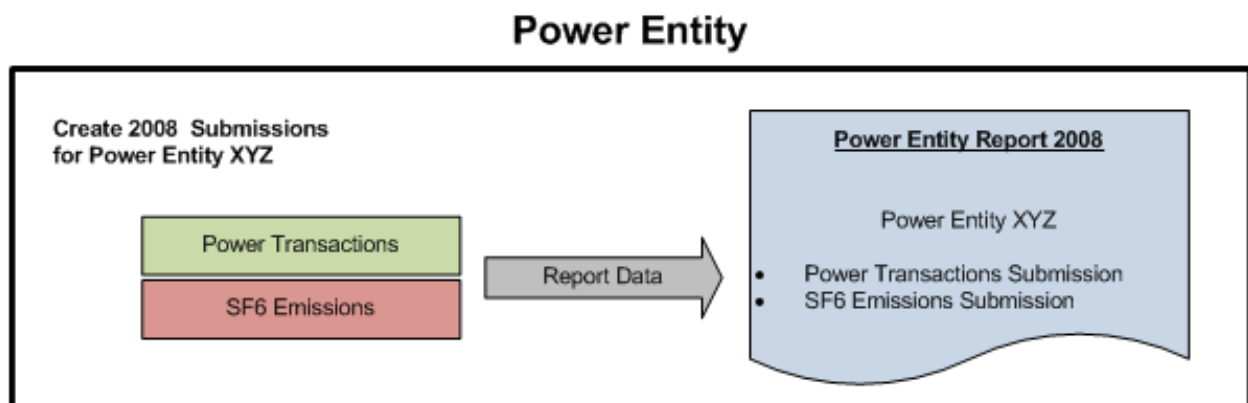
The annual report for a facility with one or more generating units will consist of Emissions and Fuels submission for the facility and each generating unit, and an Energy and Production submission for the facility and each generating unit. The total number of submissions would vary depending on the total number of generating units at the facility. For example, a facility with two generating units would have a total of six submissions: 1) Facility Emissions and Fuels submission, 2) Facility Energy and Production submission, 3) Unit one Emissions and Fuels submission, 4) Unit one Energy and Production submission, 5) Unit two Emissions and Fuels submission, and 6) Unit two Energy and Production submission.

Figure 5-2
Facility with Generating Units Annual Report Flow



The annual report for a power entity will consist of a Power Transactions submission and an SF₆ Emissions submission, for a total of two submissions.

Figure 5-3
Power Entity Annual Report Flow



Submission Types

Please see below for definitions of all submission types supported by the California GHG Emissions Reporting Tool:

A **submission** consists of annual data values for one (Power Entity/Facility/Generating Unit) for one reporting year, one reporting period, and one submission type.

A **reporting level** is the organizational level at which data is reported for the submission: Facility, Generating Unit, or Power Entity.

A **submission type** is the description of the category of data contained in an annual submission. Submission types are controlled by different organization type within the application.

- **Facility submission types:** Emissions and Fuels; Energy and Production.
- **Generating Unit submission types:** Emissions and Fuels; Energy and Production.
- **Power Entity submission types:** Power Transactions; SF₆ Emissions.

An **Emissions and Fuels Submission** consists of the following types of annual data: emitting activity fuel data, emissions data, device level fuel data, and associated documentation.

An **Energy and Production Submission** consists of one or more of the following types of annual data: indirect energy use data, electricity and thermal energy production data, steam production data, cement efficiency metric data, hydrogen production data, and associated documentation.

A **Power Transaction Submission** consists of the following types of annual data: power transactions data, wheeled power data, retail sales data, facility ownership data, and associated documentation.

Power Transaction Submission Data are reported at the Power Entity level for one submission and do not require management of reporting structure at the source inventory level.

An **SF₆ Emissions Submission** consists of annual emissions data and associated documentation. Annual SF₆ emissions data are reported at the Power Entity level for one submission.

A **submission status** is the description of the state of data associated with an individual submission. The status changes as data moves through the reporting process and receives additional levels of review and approval. The status is used by the reporting tool to grant access for different users to facilitate reporting, certification, and verification of annual data.

Submission Statuses and Reporting Flow

Figure 5-4 displays the basic flow for submissions along with the respective actors for each status a submission can have in each step of the reporting process.

Figure 5-4
Submissions Statuses Flow

Submission Status Flow

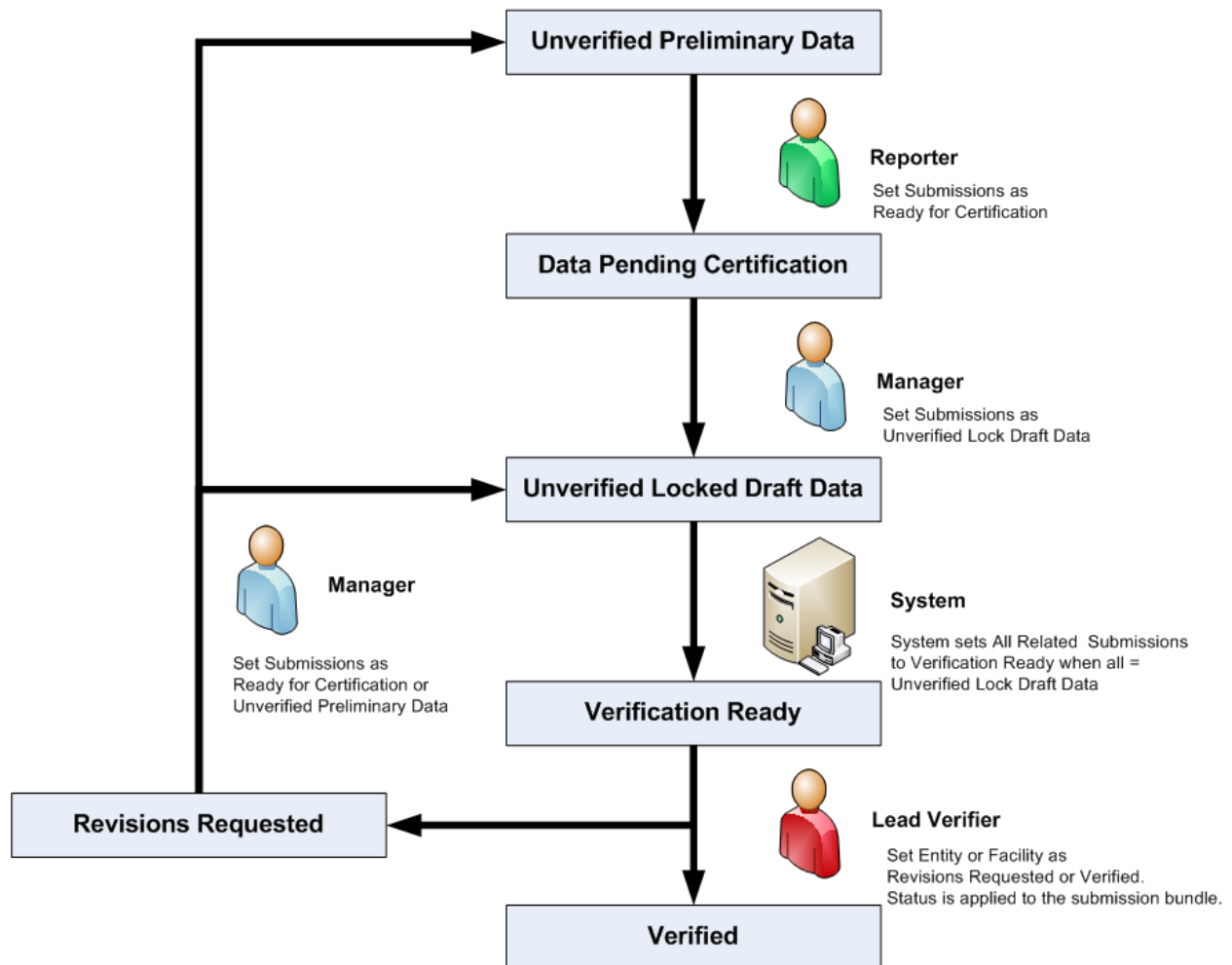


Figure 5-5 lists the possible statuses a submission can have in each step of the reporting process.

Figure 5-5
Power Entity and Facility Submissions Statuses

Reporting Step	Possible Submission Status	Description
Report	Unverified Preliminary Data	Status when a facility user has saved draft emission records, but before the entry of all emissions values are complete.
	Pending Certification	Status when the facility user has completed entry of emissions for that facility.
Certify	Unverified Locked Draft Data	Status when manager certifies that the data are complete and accurate. Reporter is 'locked' out of the data report. With ARB approval, the verification body is added by the Reporter to have access to view the data report.
Verify	Verification Ready	Status is changed to "Verification Ready" when all associated submissions = "Unverified Locked Draft Data." This status enables the Verifier to view data associated with the organization.
	Revisions Requested	Status when verifier has requested changes be made to the data.
	Verified	Status when the lead verifier has indicated that the verification is complete (positive or adverse).
Final	Final Data	Status when the ARB accepts all data for a reporting year and makes emissions data available to the public.

5.1 Create a Submission

If you have created an annual submission in a previous session, see Section 5.2 for instructions on how to access an existing submission through the Annual Reporting Home page. If you have not yet created an emissions and fuels submission for your facility and/or generating unit for the given reporting year, please see the steps and instructions below.

- 1) Navigate to the Select Submission Details page. Hover your mouse over the Annual Reporting menu in the top navigation bar. The Create New Submission sub-menu will appear below the main Annual Reporting menu. The Create New Submission sub-menu will underline when you hover your mouse over it; click to select this sub-menu.

Figure 5-6
Report Annual Data Sub-Menu

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Facility Annual Reporting Reports

Create New Submission
Certify or Unlock Annual Data

Welcome to the California Air Resources Board's Online Greenhouse Gas (GHG) Reporting Tool.

Using the Tool

Navigation

Click on the menu items above or the links below to access the functional areas within the application.

Responsibilities

As an Facility Manager, you can:

- [Manage Facility Information](#)
- [Report Annual Data](#)
- [Certify Annual Data](#)
- [View Reports](#)

You can also register additional Facilities

[Register Additional Organization](#)

The California GHG Reporting Tool Reporting Flows

The diagram below illustrates the flow of data through The California GHG Reporting Tool and indicates the responsible party for each action.

Report	Certify	Verify
Responsible Parties: Facility Reporter Entity Reporter	Responsible Parties: Facility Manager Entity Manager	Responsible Party: Lead Verifier

Announcements

Welcome to The California GHG Reporting Tool

If you have any questions, please email ghgreport@arb.ca.gov.

My Profile

Welcome back: Facility Manager

[Edit](#)

2) Enter Submission Details.

- Select the Reporting Year from the drop-down menu. The corresponding Reporting Period (1/1 – 12/31 of the selected reporting year) will automatically populate.
- Select the Reporting Level. If you are reporting emissions and fuel use data or energy and production for a facility, select Facility. If you are reporting emissions and fuel use data or energy and production data for a generating unit, select Generating Unit. If you are reporting SF₆ emissions data or power transactions data for a power entity, select Power Entity.
- Select the Submission Type. If you are reporting your facility's or generating unit's emissions and fuel use data, select Emissions and Fuels. If you are reporting your facility's or generating unit's non-emissions or energy and production data, select

Energy and Production. If you are reporting your power entity's SF₆ emissions data, select SF₆ Emissions. If you are reporting your power entity's power transactions data, select Power Transactions.

Figure 5-7A
Select Submission Details - Emissions and Fuels

Facility

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Facility Annual Reporting Reports

Select Submission Details

Select the relevant Reporting Year, Reporting Level, and Submission Type from the drop-down menus for which you would like to report annual data. Then click the **Continue** button. On the next page, you will choose a specific Entity, Facility, or Generating Unit for which to report annual data.

Reporting Year * 2008
Reporting Period 01/01/2008 - 12/31/2008
Reporting Level * Facility
Submission Type * Emissions and Fuels

Continue Click the Continue button to move to the next page.

Home : Visit ARB Mandatory Reporting Page : Return to Top

Generating Unit

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Facility Annual Reporting Reports

Logged in as Facility Manager (source)

Select Submission Details

Select the relevant Reporting Year, Reporting Level, and Submission Type from the drop-down menus for which you would like to report annual data. Then click the **Continue** button. On the next page, you will choose a specific Entity, Facility, or Generating Unit for which to report annual data.

Reporting Year * 2008
Reporting Period 01/01/2008 - 12/31/2008
Reporting Level * Generating Unit
Submission Type * Emissions and Fuels

Continue Click the Continue button to move to the next page.

Home : Visit ARB Mandatory Reporting Page : Return to Top

Figure 5-7B
Select Submission Details - Energy and Production
Facility

The screenshot shows the 'Select Submission Details' form for Facility reporting. The form includes the following fields:

- Reporting Year ***: 2008
- Reporting Period**: 01/01/2008 - 12/31/2008
- Reporting Level ***: Facility
- Submission Type ***: Energy & Production

Red arrows point to the 'Reporting Level' and 'Submission Type' fields with the text: "Enter required fields (Reporting Level = Facility and Submission Type = Energy and Production)".

A red arrow points to the 'Continue' button with the text: "Click the Continue button to move to the next page."

At the bottom, there is a navigation bar with links: Home : Visit ARB Mandatory Reporting Page : Return to Top

Generating Unit

The screenshot shows the 'Select Submission Details' form for Generating Unit reporting. The form includes the following fields:

- Reporting Year ***: 2008
- Reporting Period**: 01/01/2008 - 12/31/2008
- Reporting Level ***: Generating Unit
- Submission Type ***: Energy & Production

Red arrows point to the 'Reporting Level' and 'Submission Type' fields with the text: "Enter required fields (Reporting Level = Generating Unit and Submission Type = Energy and Production)".

A red arrow points to the 'Continue' button with the text: "Click the Continue button to move to the next page."

At the bottom, there is a navigation bar with links: Home : Visit ARB Mandatory Reporting Page : Return to Top

Figure 5-7C
Select Submission Details - SF₆ Emissions (Power Entity)

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Facility Power Entity Annual Reporting Reports

Select Submission Details

Select the relevant Reporting Year, Reporting Level, and Submission Type from the drop-down menus for which you would like to report annual data. Then click the **Continue** button. On the next page, you will choose a specific Entity, Facility, or Generating Unit for which to report annual data.

Reporting Year * 2008
Reporting Period 01/01/2008 - 12/31/2008
Reporting Level * Power Entity
Submission Type * SF6 Emissions

Continue Click the Continue button to move to the next page.

Home : Visit ARB Mandatory Reporting Page : Return to Top

Figure 5-7D
Select Submission Details - Power Transactions (Power Entity)

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Facility Power Entity Annual Reporting Reports

Select Submission Details

Select the relevant Reporting Year, Reporting Level, and Submission Type from the drop-down menus for which you would like to report annual data. Then click the **Continue** button. On the next page, you will choose a specific Entity, Facility, or Generating Unit for which to report annual data.

Reporting Year * 2008
Reporting Period 01/01/2008 - 12/31/2008
Reporting Level * Power Entity
Submission Type * Power Transactions

Continue Click the Continue button to move to the next page.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 3) Select Facility, Select Generating Unit, or Power Entity. Next, you will either be navigated to the Select Facility page, Select Generating Unit page, or Select Power Entity page, depending on what you have previously selected as your Reporting Level on the previous Select Submission Details page.

- a) Select Facility - On the following page, find the facility for which you would like to report annual data. Click and highlight the row in the grid that lists the facility for which you would like to report. Then click the **Continue** button.

Figure 5-8
Select Facility Page

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Facility Annual Reporting Reports

Select Facility

Use this page to select a facility for which to report annual data. Highlight and click the row in the grid listing the facility you wish to select, and then click the **Continue** button.

Submission Detail

Reporting Year	2008
Submission Type	Emissions and Fuels

Select Facility

Facility Name	ARB ID	Primary Reporting Sector	Secondary Sectors	City	State
ABC Facility	123456	General Stationary Combustion	Cogeneration Facility	Sacramento	California
QRS Facility	234567	General Stationary Combustion		Sacramento	California

Page 1 of 1

Back **Continue**

Home : Visit ARB Mandatory Reporting Page : Return to Top

Review and confirm Submission Details (Reporting Year and Submission Type) are correct.



Click on the row in the grid listing the facility you would like to select.

Click Continue to proceed to report annual emissions and fuels data.

- b) Select Generating Unit - On the following page, first identify the facility which houses the generating unit for which you would like to report annual data. Click and highlight the row in the grid with the desired facility. In the generating unit grid underneath, then select the generating unit for which you would like to report annual data. Click and highlight the row in the grid that lists the generating unit for which you would like to report. Then click the **Continue** button.

Note: If the generating unit for which you would like to report is not contained in the generating unit grid, then you should return to the Facility Information page and add the new unit (See Section 3).

Figure 5-9
Select Generating Unit Page

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Facility
Annual Reporting
Reports

Logged in as Facility Manager (source)

Select Generating Unit

Use this page to select a generating unit for which to report annual data. First, in the top grid, highlight and click on the row in the grid listing the facility where the generating unit is located. Next, highlight and click on the row in the grid listing the generating unit at that facility you wish to select, and then click the **Continue** button.

The Facilities grid contains only facilities with which you are currently associated. The Generating Units grid below contains only generating units available at the selected Facility.

Reporting Year 2008

Submission Type Emissions and Fuels

Review and confirm Submission Details
(Reporting Year and Submission Type) are correct.

Select Facility

Facility Name	ARB ID	Primary Reporting Sector	Secondary Sectors	City	State
ABC Facility	123456	Hydrogen Plant		Sacramento	California
QRS Facility	234567	General Stationary Combustion		Sacramento	California

Click on the row in the grid listing the facility you would like to select.

« | Page 1 of 1 | »

Generating Unit Name	ARB ID	Unit Type	Total Unit Nameplate Capacity (MW)	Status
Unit 1	123456-007	Cogeneration Primary St	2468	Operating
Unit 2	123456-002	Cogeneration Primary St	33445	Operating

Next click on the row in the grid listing the generating unit at the selected facility for which you would like to report annual data.

« | Page 1 of 1 | »

Back

Next

Click Continue to proceed to report annual emissions and fuels data.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

Figure 5-10
Select Power Entity Page

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Facility Power Entity Annual Reporting Reports

Select Power Entity

Locate and click on the power entity name below to add, edit, or review power entity information.

Use the Search Existing Records to the right to find a specific power entity more easily. Use the Export Data button under the grid to get a report of the information contained in the grid.

Submission Detail

Reporting Year 2008
Submission Type SF6 Emissions

Select Power Entity

Power Entity Name	ARB-ID	Primary Entity Type	Secondary Entity Type	City	State
A Big CA Power Company	9876	Multijurisdictional Retail Provider		Beverly Hills	California

Page 1 of 1

Back Continue

Home : Visit ARB Mandatory Reporting Page : Return to Top

Annotations:

- Review and confirm Submission Details (Reporting Year and Submission Type) are correct.
- Click on the row in the grid listing the power entity you would like to select.
- Click Continue to proceed to report annual data for the selected power entity.

A submission has now been created for your facility, generating unit, or power entity. You may now enter annual data in this session or in subsequent sessions. To access this submission in subsequent sessions to add more data, see the Annual Reporting Home page (see Section 5.2).

5.2 Annual Reporting Home

The Annual Reporting Home page displays existing annual submissions for your facility, generating unit, or power entity. If you have already created an annual submission in a previous session, you may return to it using this menu. You may also access an existing submission through the Facility and Unit Submission tab on the Facility Information page (See Section 3) or through the Entity Submission tab on the Power Entity Information page (See Section 4). If you have already created a submission and reported some annual data, you should navigate back to the existing submission through the Annual Reporting Home page, the Facility and Unit Submission tab on the Facility Information page, or the Entity Submission Tab on the Power Entity Information page; you should not use the Report Annual Data again if you have already done so.

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Facility Annual Reporting Reports

Annual Reporting

View existing submissions by clicking on the Annual Reporting menu and navigating to the home page for Annual Reporting.

Highlight and click on the row in the grid below listing the Submission ID for which you wish to review annual submission data. Then click the **Next** button.

Select Submission Click the Filter button to narrow the grid contents.

Submission ID	Submission Type	Reporting Level	Name	ARB ID	Reporting Year	Submission Create Date	Submission Status
241	Emissions and Fuels	Facility	ABC Facility	123456	2009	12/29/2008	Unverified Preliminary Data
239	Emissions and Fuels	Facility	ABC Facility	123456	2008	12/23/2008	Unverified Preliminary Data
258	Emissions and Fuels	Generating Unit	Unit 1	123456-001	2008	01/07/2009	Unverified Preliminary Data
271	Energy and Production	Facility	ABC Facility	123456	2008	01/11/2009	Unverified Preliminary Data
273	Energy and Production	Generating Unit	Unit 1	123456-001	2008	01/11/2009	Unverified Preliminary Data
301	Power Transactions	Power Entity	A Big CA Power Co.	9876	2008	01/19/2009	Unverified Preliminary Data
302	SF ₆ Emissions	Power Entity	A Big CA Power Co.	9876	2008	01/19/2009	Unverified Preliminary Data

Page 1 of 1



Next Click the Next button to view the selected submission.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- 5-13

- d) To search the grid and narrow the contents of the grid display, click the **Filter** button. A filter pop-up will display.
- i) Enter the criteria that you would like to search on in the relevant field in the filter pop-up, and then click the **Filter** button in the pop-up.
- ii) To remove all criteria and see the full grid contents, click the **Clear** button in the pop-up.

Figure 5-12
Annual Reporting Filter

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Facility
Annual Reporting
Reports

Annual Reporting

Highlight and click on the row in the grid below listing the S on data. Then click the **Next** button.

Select Submission

Submission ID	Submission Type	Reporting Le
241	Emissions and Fuels	Facility
239	Emissions and Fuels	Facility
258	Emissions and Fuels	Generating Unit
271	Energy and Production	Facility
273	Energy and Production	Generating Unit
301	Power Transactions	Power Entity
302	SF6 Emissions	Power Entity

Page 1 of 1

Filter

Search Existing Records

Submission ID

Submission Type

Reporting Level

Name

ARB ID

Reporting Year

Submission Status

Click the Filter button to limit the grid.

Click the Clear button to remove the filter criteria and view the full grid contents.

Submission Create Date	Submission Status
/2008	Unverified Preliminary Data
/2008	Unverified Preliminary Data
/2009	Unverified Preliminary Data
/2009	Unverified Preliminary Data
/2009	Unverified Preliminary Data
/2009	Unverified Preliminary Data
/2009	Unverified Preliminary Data
/2009	Unverified Preliminary Data

Enter the fields for which you would like to filter the grid.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

6.0 Report Annual Emissions and Fuels Data (Facility and Generating Unit) or Report Annual SF₆ Emissions Data (Power Entity)

After the submission has been created (See Section 5: Annual Reporting), you will be navigated to the Review Emissions and Fuels Submission Details page for a Facility or Generating Unit Submission.

Figure 6-1
Review Emissions and Fuels Submission Details Page

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Facility Annual Reporting Reports

Review Annual Emissions and Fuels Submission

Use this page to report and review annual emissions and fuels data.

The tabs below allow you to report and review the following data: 1.) Emitting Activity Fuel Data, 2.) Emissions Data, 3.) Device Level Fuel Data, and 4.) Supporting Documentation.

Submission Detail

Submission ID 239
Submission Status Unverified Preliminary Data
Reporting Year 2008

Facility

Facility Name ABC Facility
ARB ID 123456

Emissions Data Detail **Device Level Fuel Use Data Detail** **Supporting Documentation**

Emitting Activity Fuel Data Detail

Fuel	Fuel Type	Quantity	Emitting Activity Name	Carbon Content	HHV	CO2 EF	
Coal (Unspecified (Electric Power))	Fuel	246247	Boiler gasoline	25.76 kg C / MMBtu	19.97 MMBtu / Short ton	94.38 kg CO2 / MMBtu	10 g C
Natural Gas (1050 to 1,075 Btu/Std cubic foot)	Fuel	537357	Boiler gasoline	14.58 kg C / MMBtu	1052 Btu / Standard cubic foot	53.42 kg CO2 / MMBtu	0.9 g
Biogas	Fuel	9753	Biogas test	28.4 kg C / MMBtu	1000 Btu / Standard cubic foot	104.06 kg CO2 / MMBtu	0.9 g
Landfill Gas	Fuel	10000	Biogas test	28.4 kg C / MMBtu	1111 Btu / Standard cubic foot	104.06 kg CO2 / MMBtu	0.9 g
Wood (Dry)	Fuel	97855	Stat Biomass test	25.6 kg C / MMBtu	15.38 MMBtu / Short ton	93.8 kg CO2 / MMBtu	30 g C
Biogas	Fuel	6838	Stat Biomass test	28.4 kg C / MMBtu	1000 Btu / Standard cubic foot	104.06 kg CO2 / MMBtu	0.9 g
Limestone	Feedstock	1000	Acid Gas Scrubber	0	0	0	0
Landfill Gas	Fuel	987451	Stat Biomass test	28.4 kg C / MMBtu	1000 Btu / Standard cubic foot	104.06 kg CO2 / MMBtu	0.9 g
Biodiesel	Fuel	98626	Stat Biomass test	0	0	0	0

Report Additional Data Edit Record Delete Record

Back Review Submission QA Checks

Home : Visit ARB Mandatory Reporting Page : Return to Top

If you are reporting Annual SF₆ Emissions Data for a Power Entity, then after the submission has been created, you will be navigated to the Annual SF₆ Emission Submission page.

Figure 6-2
Annual SF₆ Emissions Submission Page

The screenshot shows the 'Annual SF₆ Emissions Submission' page. At the top, there is a navigation bar with links for 'Facility', 'Power Entity', 'Annual Reporting', and 'Reports'. A user is logged in as 'Entity Reporter (user,Rel_13)'. The page title is 'Annual SF₆ Emissions Submission'. Below the title, there is a brief instruction: 'Use this page to report and review annual power entity SF₆ emissions data. The tabs below allow you to report and review the following data: 1.) Emissions Data and 2.) Supporting Documentation.'

There are two main sections at the top:

- Submission Detail:**
 - Submission ID: 302
 - Submission Status: Unverified Preliminary Data
 - Reporting Year: 2008
- Power Entity:**
 - Power Entity Name: A Big CA Power Company
 - ARB-ID: 09876

Below these sections are two tabs: 'Emissions Data Detail' and 'Supporting Documentation'. The 'Emissions Data Detail' tab is active, showing a table with the following data:

Emitting Activity Name	Emitting Activity Category	Activity Type	Method	Co2 Eq.	GHG	Fuel	Quant
SF6 Emissions	Fugitive	Transmission/Distribution/Substation (use for SF6)	Pre-Calculated	2390000 metric tons	SF6 (Sulfur hexafluoride)		

Below the table, there are three buttons: 'Report Additional Data', 'Edit Record', and 'Delete Record'. At the bottom of the page, there are links for 'Home', 'Visit ARB Mandatory Reporting Page', and 'Return to Top'.

Red arrows in the original image point to the following elements:

- Submission ID, Submission Status, and Reporting Year (labeled 'Submission Details').
- Power Entity Name and ARB-ID (labeled 'Power Entity Details').
- The 'Emissions Data Detail' and 'Supporting Documentation' tabs (labeled 'Use tabs to review or report SF6 emissions data.').
- The 'Report Additional Data', 'Edit Record', and 'Delete Record' buttons (labeled 'Use the buttons below the grids to report additional data or to edit existing data.').

At the top of the Submission page, there are two blocks that display information about your submission. In the upper left hand corner, there is a block displaying your Submission ID (system-generated identifier), Submission Status, and Reporting Year. In the upper right hand corner, there is a block displaying your facility, generating unit, or power entity name and ARB ID.

From the Submission page (either Emissions and Fuels or SF₆ Emissions), use the tabs to report various data, such as device level fuel use, emitting activity fuel use, or emissions.

Note: For a power entity submission for annual SF₆ emissions data, the only tabs that will display are the Emissions Data Detail and Supporting Documentation tabs. Power Entities reporting their SF₆ emissions data will not report emitting activity fuel use or device level fuel use.

6.1 Reporting Emitting Activity Fuel Use Data

This section is only relevant for a facility or generating unit reporting Emissions and Fuels Data. A power entity will not report emitting activity fuel use for its SF₆ Emissions Data submission.

For the fuels, feedstocks, and other inputs that you have associated with your facility or generating unit's emitting activities, you are required to report the amount used (quantity consumed). You also have the option of reporting additional detailed factors for each fuel, such as carbon content, heat content, or emission factors.

- 1) To report Emitting Activity Fuel use, click on the Emitting Activity Fuel Data Detail tab. Then click the **Report Additional Data** button.

Figure 6-3
Emitting Activity Fuel Use Data Detail Tab

Emitting Activity Fuel Data Detail | Emissions Data Detail | Device Level Fuel Use Data Detail | Supporting Documentation

Emitting Activity Fuel Data Detail

Fuel	Fuel Type	Quantity	Emitting Activity Name	Carbon Content	HHV	CO2 EF	
Coal (Unspecified (Electric Power))	Fuel	246247	Boiler gasoline	25.76 kg C / MMBtu	19.97 MMBtu / Short ton	94.38 kg CO2 / MMBtu	10 g C
Natural Gas (1050 to 1,075 Btu/Std cubic foot)	Fuel	537357	Boiler gasoline	14.58 kg C / MMBtu	1052 Btu / Standard cubic foot	53.42 kg CO2 / MMBtu	0.9 g
Biogas	Fuel	9753	Biogas test	28.4 kg C / MMBtu	1000 Btu / Standard cubic foot	104.06 kg CO2 / MMBtu	0.9 g
Landfill Gas	Fuel	10000	Biogas test	28.4 kg C / MMBtu	1111 Btu / Standard cubic foot	104.06 kg CO2 / MMBtu	0.9 g
Wood (Dry)	Fuel	97855	Stat Biomass test	25.6 kg C / MMBtu	15.38 MMBtu / Short ton	93.8 kg CO2 / MMBtu	30 g C
Biogas	Fuel	6838	Stat Biomass test	28.4 kg C / MMBtu	1000 Btu / Standard cubic foot	104.06 kg CO2 / MMBtu	0.9 g
Limestone	Feedstock	1000	Acid Gas Scrubber	0	0	0	0
Landfill Gas	Fuel	987451	Stat Biomass test	28.4 kg C / MMBtu	1000 Btu / Standard cubic foot	104.06 kg CO2 / MMBtu	0.9 g
Biodiesel	Fuel	98626	Stat Biomass test	0	0	0	0

Report Additional Data | Edit Record | Delete Record

Click Reporting Additional Data to begin reporting Emitting Activity Fuel Use data

- 2) On the Select Emitting Activity page, you should select the emitting activity for which you would like to report your fuel use. Select an emitting activity by highlighting the row in the grid that lists the emitting activity for which you would like to report, and then click the **Continue** button.

Figure 6-4
Select Emitting Activity Page

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Facility Annual Reporting Reports

Select Emitting Activity

Use this page to select an emitting activity for which to report emissions and fuels data. Highlight and click the row in the grid listing the emitting activity for you wish to report data, and then click the **Continue** button.

The grid below contains only emitting activities which have been previously created at the source inventory level.

Submission Detail

Submission ID 239

Submission Status Unverified Preliminary Data

Reporting Year 2008

Facility

Facility Name ABC Facility

ARB ID 123456

Emitting Activity Name	Emitting Activity Category	Activity Type	Inputs Reported	Emissions Reported	Aggregation Level
Mobile Cars	Optional (Mobile)	Passenger Cars - Gasoline Model Year 1973 - 1974	Yes	No	Optional
Wastewater	Fugitive	Wastewater Treatment Facilities (Aerobic treatment plant)	No	No	Summed
Boiler gasoline	Stationary Combustion	Boilers	No	No	Summed
Natural Gas Consumer	Stationary Combustion	Boilers	No	No	Summed
Cement test	Process	Rotary Kiln	No	No	Summed
Asphalt Production	Process	Asphalt Production Blowing Stills	No	No	Summed
Sulphur Recovery Unit	Process	Sulfur Recovery Units	No	No	Summed
Biogas test	Portable Equipment	Generators	Yes	No	Summed
Chiller HFC's	Fugitive	Chiller/Cooling Unit (HFC)	No	No	Summed

Click on the row in the grid listing the emitting activity you would like to select.

Page 1 of 2

Back **Continue**

Click Continue to begin reporting emitting activity fuel use.

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- 3) On the Activity Fuel Use page, you can report your fuel use and additional detailed factors, if applicable.

See Figure 6-8 to view the complete Report Activity Fuel Use page. Figure 6-5 through Figure 6-7 display step-by-step instructions for reporting emitting activity fuel use.

- a) First select a fuel from the grid at the top of the page. The Fuel Name and the appropriate unit of measure will populate in the block below the grid.

Figure 6-5
Report Activity Fuel Use - Select Fuel

Activity Fuel Use

Use this page to report fuel use for an emitting activity.

The grid below allows you to select a fuel for which to report. Highlight and click the row in the grid listing the fuel for which you wish to report data.

The block below allows you to report quantity consumed and the appropriate unit of measure.

Refer to the bottom block to report additional detailed factors data: 1.) Annual Average Carbon Content, if measured, 2.) Annual Average Heat Content HHV, if measured, 3.) CO₂ EF, 4.) CH₄ EF, 5.) N₂O EF, and 6.) up to 3 Custom Factors. Click the Default checkbox to populate the field with default factor values.

Submission Detail

Submission ID: 239
Submission Status: Unverified Preliminary Data
Reporting Year: 2008

Emitting Activity

Facility Name: ABC Facility
ARB ID: 123456
Emitting Activity Name: Boiler gasoline
Aggregation Level: Summed

Activity Fuel Use Records (Fuels, Feedstocks, Other)

Fuel	Fuel Type	Quantity	Carbon Content	HHV	CO ₂ EF	CH ₄ EF	N ₂ O EF
Crude Oil							
Gasoline	Fuel	9866 gallons	19.33 kg C / MMBtu	5.218 MMBtu / Barrel	70.83 kg CO ₂ / MMBtu	3 g CH ₄ / MMBtu	0.6 g N ₂ O / MMBtu
Motor Gasoline (Non-CA and off-road)	Fuel	56 gallons	19.33 kg C / MMBtu	5.218 MMBtu / Barrel	70.83 kg CO ₂ / MMBtu	3 g CH ₄ / MMBtu	0.6 g N ₂ O / MMBtu
Natural Gas (1050 to 1,075 Btu/Std cubic foot)	Fuel	537357 million scf	14.58 kg C / MMBtu	1052 Btu / Standard cubic foot	53.42 kg CO ₂ / MMBtu	0.9 g CH ₄ / MMBtu	0.1 g N ₂ O / MMBtu
Coal (Unspecified (Electric Power))	Fuel	246247 short tons	25.76 kg C / MMBtu	19.97 MMBtu / Short ton	94.38 kg CO ₂ / MMBtu	10 g CH ₄ / MMBtu	1.5 g N ₂ O / MMBtu
CA Low Sulfur Diesel	Fuel	9786 gallons					

Click on the row in the grid listing the fuel, feedstock, or other input you would like to select.

Page 1 of 1

b) Next enter the amount used in the Quantity Consumed field.

Figure 6-6
Report Activity Fuel Use - Enter Quantity Consumed

Report Activity Fuel Use Record (Fuels, Feedstocks, Other)

Fuel Name *	Quantity Consumed *	Unit of Measure *
Crude Oil		gallons

Enter the quantity consumed for the selected fuel in this field.

c) If applicable, you may enter additional detailed factors.

Note: If a default factor is available, the checkbox under "Default" will be enabled. If you would like to use the default factor, click the checkbox. If you would like to use all available default values, click the Default "All" checkbox.

These default values will populate in the appropriate fields with the appropriate corresponding units of measure.

Figure 6-7
Report Activity Fuel Use - Report Detailed Factors

Factor Name	Default		Value	UOM
Annual Avg Carbon Content if measured:	<input type="checkbox"/>			kg C / MMBtu
Annual Avg Heat Content HHV if measured:	<input type="checkbox"/>			MMBtu / Barrel
CO2 EF	<input checked="" type="checkbox"/>			kg CO2 / MMBtu
CH4 EF	<input type="checkbox"/>			g CH4 / MMBtu
N2O EF	<input type="checkbox"/>			g N2O / MMBtu
Custom Factor 1	<input type="checkbox"/>			
Custom Factor 2	<input type="checkbox"/>			
Custom Factor 3	<input type="checkbox"/>			

Enter additional detailed factors, if applicable. Use the Default checkbox to select individual default values, or use the Default All checkbox to select all available default values.

Back Save Report Emissions Review Draft Submission

Home : Visit ARB Mandatory Reporting Page : Return to Top

- d) Click the **Save** button to commit these changes. Upon clicking the **Save** button, the values you have just entered will display in the grid.

Note: If you do not click the **Save** button before navigating away from this page, any changes made will not be retained.

- e) Repeat steps a-d to report for any other additional fuels.
- f) When complete, you may review these records by returning to the Review Emissions and Fuels Submissions page by clicking the **Review Draft Submission** button, or you may continue on to report the emissions for the selected emitting activity by clicking the **Report Emissions** button.

Figure 6-8
Activity Fuel Use Page

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Facility Annual Reporting **Reports**

Activity Fuel Use

Use this page to report fuel use for an emitting activity.

The grid below allows you to select a fuel for which to report. Highlight and click the row in the grid listing the fuel for which you wish to report data.

The block below allows you to report quantity consumed and the appropriate unit of measure.

Refer to the bottom block to report additional detailed factors data: 1.) Annual Average Carbon Content, if measured, 2.) Annual Average Heat Content HHV, if measured, 3.) CO2 EF, 4.) CH4 EF, 5.) N2O EF, and 6.) up to 3 Custom Factors. Click the Default checkbox to populate the field with default factor values.

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Emitting Activity

Facility Name	ABC Facility
ARB ID	123456
Emitting Activity Name	Boiler gasoline
Aggregation Level	Summed

Activity Fuel Use Records (Fuels, Feedstocks, Other)

Fuel	Fuel Type	Quantity	Carbon Content	HHV	CO2 EF	CH4 EF	N2O EF
Crude Oil							
Gasoline	Fuel	9666 gallons	19.33 kg C / MMBtu	5.218 MMBtu / Barrel	70.83 kg CO2 / MMBtu	3 g CH4 / MMBtu	0.6 g N2O / MW
Motor Gasoline (Non-CA and off-road)	Fuel	56 gallons	19.33 kg C / MMBtu	5.218 MMBtu / Barrel	70.83 kg CO2 / MMBtu	3 g CH4 / MMBtu	0.6 g N2O / MW
Natural Gas (1050 to 1,075 Btu/Std cubic foot)	Fuel	537357 million std	14.58 kg C / MMBtu	1052 Btu / Standard cubic foot	53.42 kg CO2 / MMBtu	0.9 g CH4 / MMBtu	0.1 g N2O / MW
Coal (Unspecified (Electric Power))	Fuel	246247 short tons	25.76 kg C / MMBtu	19.97 MMBtu / Short ton	94.38 kg CO2 / MMBtu	10 g CH4 / MMBtu	1.5 g N2O / MW
CA Low Sulfur Diesel	Fuel	9786 gallons					

Click on the row in the grid listing the fuel, feedstock, or other input you would like to select.

Report Activity Fuel Use Record (Fuels, Feedstocks, Other)

Fuel Name *	Crude Oil	Quantity Consumed *	<input style="width: 80%;" type="text"/>	Unit of Measure *	gallons
--------------------	-----------	----------------------------	--	--------------------------	---------

Enter the quantity consumed for the selected fuel in this field.

Factor Name	Default	Value	UOM
Annual Avg Carbon Content if measured:	<input type="checkbox"/> All	<input type="text"/>	kg C / MMBtu
Annual Avg Heat Content HHV if measured:	<input type="checkbox"/>	<input type="text"/>	MMBtu / Barrel
CO2 EF	<input checked="" type="checkbox"/>	<input type="text"/>	kg CO2 / MMBtu
CH4 EF	<input type="checkbox"/>	<input type="text"/>	g CH4 / MMBtu
N2O EF	<input type="checkbox"/>	<input type="text"/>	g N2O / MMBtu
Custom Factor 1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Custom Factor 2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Custom Factor 3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Enter additional detailed factors, if applicable. Use the Default checkbox to select individual default values, or use the Default All checkbox to select all available default values.

[Back](#) [Save](#) [Report Emissions](#) [Review Draft Submission](#)
When complete, continue on to report emissions or return to the review submission page.

Click Save before proceeding.



[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

6.2 Reporting Emissions Data

After your facility or generating unit has completed reporting emitting activity fuel use, you may proceed to report emissions. This can be accessed directly after reporting activity fuel use, by clicking the **Report Emissions** button. It can also be accessed by clicking on the Emissions Data Detail tab and then clicking the **Report Additional Data** button. If you are reporting SF₆ emissions data for a power entity, you may proceed directly to report emissions data. Power entities reporting SF₆ emissions should access it via the Emissions Data Detail tab and the **Report Additional Data** button.

Figure 6-9
Emissions Data Detail Tab

Emissions and Fuels Submission (Facility or Generating Unit)

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Review Annual Emissions and Fuels Submission

Use this page to report and review annual emissions and fuels data.

The tabs below allow you to report and review the following data: 1.) Emitting Activity Fuel Data, 2.) Emissions Data, 3.) Device Level Fuel Data, and 4.) Supporting Documentation.

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

Emitting Activity Fuel Data Detail
Emissions Data Detail
Device Level Fuel Use Data Detail
Supporting Documentation

Emissions Data Detail

Emitting Activity Name	Emitting Activity Category	Activity Type	Method	Emissions	GHG	
Asphalt Production	Process	Asphalt Production Blowing Stills	Calculated	72.233551 metric tons	CO2 (Carbon dioxide)	As
Boiler gasoline	Stationary Combustion	Boilers	Calculated	0.000735 metric tons	N2O (Nitrous oxide)	Ge
Biogas test	Portable Equipment	Generators	Calculated	1156106.6 metric tons	CO2 (Carbon Dioxide Biomass)	La
Chiller HFC's	Fugitive	Chiller/Cooling Unit	Pre-Calculated	98756 metric tons	HFC-43-10mee (C5H2F10)	
Cement test	Process	Rotary Kiln	Calculated	2500 metric tons	CO2 (Carbon dioxide)	Cl
Asphalt Production	Process	Asphalt Production Blowing Stills	Calculated	0.537424 metric tons	CH4 (Methane)	As
Sulphur Recovery Unit	Process	Sulfur Recovery Units	Calculated	0.00001 metric tons	CO2 (Carbon dioxide)	Ac
Boiler gasoline	Stationary Combustion	Boilers	Calculated	86.818672 metric tons	CO2 (Carbon dioxide)	Ge
Boiler gasoline	Stationary Combustion	Boilers	Calculated	0.003677 metric tons	CH4 (Methane)	Ge

<
>

Report Additional Data
Edit Record
Delete Record

Back
Review Submission QA Checks

Use the buttons below the grids to report additional data or to edit existing data.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

Figure 6-9
Emissions Data Detail Tab (cont.)

SF₆ Emissions Submission (Power Entity)

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Facility Power Entity Annual Reporting Reports

Logged in as Entity Reporter (user,Rel_13)

Annual SF₆ Emissions Submission

Use this page to report and review annual power entity SF₆ emissions data.

The tabs below allow you to report and review the following data: 1.) Emissions Data and 2.) Supporting Documentation.

Submission Detail

Submission ID	302
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Power Entity

Power Entity Name	A Big CA Power Company
ARB-ID	09876

Emissions Data Detail | Supporting Documentation

Emitting Activity Name	Emitting Activity Category	Activity Type	Method	Co2 Eq.	GHG	Fuel	Quant
SF ₆ Emissions	Fugitive	Transmission/Distribution/Substation (use for SF ₆)	Pre-Calculated	2390000 metric tons	SF ₆ (Sulfur hexafluoride)		

Report Additional Data | Edit Record | Delete Record

Use the buttons below the grids to report additional data or to edit existing data.

Back | Review Submission QA Checks

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 1) If you have not yet reported your facility or generating unit's emitting activity fuel use, you should do so before reporting emissions (See Section 6.1). Power Entities do not report emitting activity fuel use and can skip this step.
- 2) Navigate to the Report Emissions page in either of the following ways:
 - a) From the Activity Fuel Use page - After completion of reporting emitting activity fuel use, click the **Report Emissions** button to continue reporting emissions.
 - b) From the Emissions Data Detail tab on the Review Emissions and Fuels Submission page. Click on the Emissions Data Detail tab. Then click the **Report Additional Data** button.
 - i) Select the Emitting Activity for which you would like to report emission on the Select Emitting Activity Page (See Section 6.1 for additional instructions).

- ii) Report any activity fuel use for the emitting activity (See Section 6.1 for additional instructions). This step is only applicable for facility or generating unit Emissions and Fuels Submissions; it is not applicable for power entity SF₆ Emissions Submissions.
 - iii) Then click the **Report Emissions** button.
- 3) Select the fuel, feedstock, or other input for which you would like to report emissions in the top Select Fuel grid by highlighting and clicking on the row listing the fuel for which you would like to report.

Power entities reporting SF₆ emissions should select the row Remainder Emissions from the top grid.

Note: In the Select Fuel grid, there is row listing Remainder Emissions. This is meant to be used to report pre-calculated emissions values for which there is no fuel use data (e.g., power entity SF₆ fugitive emissions).

See Figure 6-15 to view the complete Report Emissions page. Figure 6-10 through Figure 6-14 display step-by-step instructions for reporting emissions.

Figure 6-10
Report Emissions - Select Fuel Grid

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Report Emissions

Use this page to report emissions for an emitting activity.

Select a fuel for which to report emissions. Highlight and click on the row in the grid listing the fuel for which you would like to report emissions.

Use the tabs to select a greenhouse gas (GHG) for which to report emissions. Click **Save** when you have completed reporting for the selected fuel.

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Emitting Activity

Facility Name	ABC Facility
ARB ID	123456
Emitting Activity Name	Boiler gasoline
Aggregation Level	Summed

1. Select Fuel

Fuel	Fuel Type	Quantity	Carbon Content	HHV	CO2 EF	CH4 EF	N2O EF
Gasoline	Fuel	9866 gallons	19.33 kg C / MMBtu	5.218 MMBtu / Barrel	70.83 kg CO2 / MMBtu	3 g CH4 / MMBtu	0.6 g N2O / MMBtu
Motor Gasoline (Non-CA and off-road)	Fuel	56 gallons	19.33 kg C / MMBtu	5.218 MMBtu / Barrel	70.83 kg CO2 / MMBtu	3 g CH4 / MMBtu	0.6 g N2O / MMBtu
CA Low Sulfur Diesel	Fuel	9766 gallons					
Coal (Unspecified (Electric Power))	Fuel	246247 short tons	25.76 kg C / MMBtu	19.97 MMBtu / Short ton	94.38 kg CO2 / MMBtu	10 g CH4 / MMBtu	1.5 g N2O / MMBtu
Natural Gas (1050 to 1,075 Btu/Std cubic foot)	Fuel	537357 million scf	14.58 kg C / MMBtu	1052 Btu / Standard cubic foot	53.42 kg CO2 / MMBtu	0.9 g CH4 / MMBtu	0.1 g N2O / MMBtu
Crude Oil	Fuel	12456 gallons	20.33 kg C / MMBtu	5.8 MMBtu / Barrel	74.49 kg CO2 / MMBtu	3 g CH4 / MMBtu	0.6 g N2O / MMBtu
Remainder Emissions							

Click on the row in the grid listing the fuel for which you would like to report emissions.

- 4) Select the GHG tab (CO₂, N₂O, CH₄, SF₆, etc.) to report emission for that greenhouse gas.

Figure 6-11
Report Emissions - Select GHG Tab

Use the tabs to report emissions for multiple GHGs.

CO2 (Carbon dioxide) **CH4 (Methane)** **N2O (Nitrous oxide)**

☒ Report Emissions

Greenhouse Gas CO2 (Carbon dioxide)

Select Calculation Method Default Emission Factor and Default Heat Content CO2 (95125(a)) - Calculation Tool (Gallons) ▼

Formula Fuel(Gallons) * HHVD * EFCO2 / 42 * 0.001

Formula 9866 gallons * 5.218 MMBtu / Barrel * 70.83 kg CO2 / MMBtu / 42 * 0.001 = 86.81867176285715 metric tons

Comment:

☐ De minimis

Calculate/Update

- 5) Click the Report Emissions checkbox to indicate that you would like to report for the selected GHG.

Figure 6-12
Report Emissions - Check Report Emissions Checkbox

CO2 (Carbon dioxide) **CH4 (Methane)** **N2O (Nitrous oxide)**

☒ Report Emissions

Greenhouse Gas CO2 (Carbon dioxide)

Select Calculation Method Default Emission Factor and Default Heat Content CO2 (95125(a)) - Calculation Tool (Gallons) ▼

Formula Fuel(Gallons) * HHVD * EFCO2 / 42 * 0.001

Formula 9866 gallons * 5.218 MMBtu / Barrel * 70.83 kg CO2 / MMBtu / 42 * 0.001 = 86.81867176285715 metric tons

Comment:

☐ De minimis

Calculate/Update

Check the Report Emissions checkbox to report emissions.

- 6) Select the calculation method that you would like to use to report emissions.

If you have selected a pre-calculation method, enter the pre-calculated emissions value in the appropriate field. If you have selected the calculation tool, the calculated emissions value will display.

Figure 6-13
Report Emissions - Select Calculation Method

CO2 (Carbon dioxide) CH4 (Methane) N2O (Nitrous oxide)

☒ Report Emissions

Greenhouse Gas: CO2 (Carbon dioxide)

Select Calculation Method: Default Emission Factor and Default Heat Content CO2 (95125(a)) - Calculation Tool (Gallons)

Formula: Fuel(Gallons) * HHVD * EFCO2 / 42 * 0.001

Formula: 9866 gallons * 5.218 MMBtu / Barrel * 78.83 kg CO2 / MMBtu / 42 * 0.001 = 86.81867176285715 metric tons

Comment:

☐ De minimis

Calculate/Update

Select your desired calculation method. Click the Calculate/Update button when complete.

- 7) Enter a comment if applicable.
- 8) If the emissions you have reported meet the requirements of **De Minimis** emissions, click the **De Minimis** checkbox. For more information on what levels of emissions qualify as **De Minimis**, see the Mandatory Reporting Instructional Guidance for Operators.
- 9) Review all of the reported emissions for the selected fuel in the Review Results grid. Make any necessary changes using the GHG tabs above and Report Emissions checkbox.
- 10) Then click the **Save** button. After clicking the **Save** button, the Select Fuel grid at the top of the page will update to display what greenhouse gas emissions have been reported in the GHGs Reported column (far right column- you may have to scroll to view).

Figure 6-14
Report Emissions - Review Results and Save

3. Review Results

Review reported emissions in the grid. Click Save to commit changes.

Greenhouse Gas	Select Calculation Method	Precalculated Value
CO2 (Carbon dioxide)	Default Emission Factor and Default Heat Content CO2 (95125(a)) - Calculation Tool (Gallons)	86.81867176285715 metric tons
CH4 (Methane)	Default Emission Factor & Default Heat Content CH4 (95125(b)(3)) - Calculation Tool (Gallons)	0.0036771991428571427 metric tons
N2O (Nitrous oxide)	Default Emission Factor & Default Heat Content N2O (95125(b)(3)) - Calculation Tool (Gallons)	0.0007354398285714284 metric tons

Back **Save** View Emission Records

Home : Visit ARB Mandatory Reporting Page : Return to Top

Note: You can change the order of any grid columns by clicking on the column header and dragging and dropping it in a new location.

- 11) Repeat Steps 1-10 for additional fuels if necessary.

Figure 6-15
Complete Report Emissions Page

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Report Emissions

Use this page to report emissions for an emitting activity.

Select a fuel for which to report emissions. Highlight and click on the row in the grid listing the fuel for which you would like to report emissions.

Use the tabs to select a greenhouse gas (GHG) for which to report emissions. Click **Save** when you have completed reporting for the selected fuel.

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Emitting Activity

Facility Name	ABC Facility
ARB ID	123456
Emitting Activity Name	Boiler gasoline
Aggregation Level	Summed

1. Select Fuel

Fuel	Fuel Type	Quantity	Carbon Content	HHV	CO2 EF	CH4 EF	N2O EF
Gasoline	Fuel	9866 gallons	19.33 kg C / MMBtu	5.218 MMBtu / Barrel	70.83 kg CO2 / MMBtu	3 g CH4 / MMBtu	0.6 g N2O / MMBtu
Motor Gasoline (Non-CA and off-road)	Fuel	56 gallons	19.33 kg C / MMBtu	5.218 MMBtu / Barrel	70.83 kg CO2 / MMBtu	3 g CH4 / MMBtu	0.6 g N2O / MMBtu
CA Low Sulfur Diesel	Fuel	9786 gallons	19.33 kg C / MMBtu	5.218 MMBtu / Barrel	70.83 kg CO2 / MMBtu	3 g CH4 / MMBtu	0.6 g N2O / MMBtu
Coal (Unspecified (Electric Power))	Fuel	246247 short tons	25.76 kg C / MMBtu	19.97 MMBtu / Short ton	94.38 kg CO2 / MMBtu	10 g CH4 / MMBtu	1.5 g N2O / MMBtu
Natural Gas (1050 to 1,075 Btu/Std cubic foot)	Fuel	537357 million scf	14.58 kg C / MMBtu	1052 Btu / Standard cubic foot	53.42 kg CO2 / MMBtu	0.9 g CH4 / MMBtu	0.1 g N2O / MMBtu
Crude Oil	Fuel	12456 gallons	20.33 kg C / MMBtu	5.8 MMBtu / Barrel	74.49 kg CO2 / MMBtu	3 g CH4 / MMBtu	0.6 g N2O / MMBtu
Remainder Emissions							

Click on the row in the grid listing the fuel for which you would like to report emissions.

2. Select Greenhouse Gas

CO2 (Carbon dioxide)
CH4 (Methane)
N2O (Nitrous oxide)

☒ **Report Emissions**

Greenhouse Gas CO2 (Carbon dioxide)

Select Calculation Method Default Emission Factor and Default Heat Content CO2 (95125(a)) - Calculation Tool (Gallons)

Formula Fuel(Gallons) * HHV * EFCO2 / 42 * 0.001

Formula 9866 gallons * 5.218 MMBtu / Barrel * 70.83 kg CO2 / MMBtu / 42 * 0.001 = 86.81867176285715 metric tons

Comment:

☐ De minimis

Calculate/Update

Check the Report Emissions checkbox to report emissions.

Select your desired calculation method. Click the Calculate/Update button when complete.

3. Review Results

Greenhouse Gas	Select Calculation Method	Precalculated Value
CO2 (Carbon dioxide)	Default Emission Factor and Default Heat Content CO2 (95125(a)) - Calculation Tool (Gallons)	86.81867176285715 metric tons
CH4 (Methane)	Default Emission Factor & Default Heat Content CH4 (95125(b)(3)) - Calculation Tool (Gallons)	0.0036771991428571427 metric tons
N2O (Nitrous oxide)	Default Emission Factor & Default Heat Content N2O (95125(b)(3)) - Calculation Tool (Gallons)	0.0007354398265714284 metric tons

Back
Save
View Emission Records

Review reported emissions in the grid. Click Save to commit changes.

12) Click the View Emission Records button to review the reported emissions.

Figure 6-16
Review Emitting Activity Emission Records

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Facility Annual Reporting Reports

Logged in as Facility Manager (logout)

Review Emitting Activity Emission Records

Use this page to review reported emitting activity emissions records. Click the **Back** button to edit the emissions records. Click the **Review Draft Submission** button to review the preliminary unverified annual submission on the Review Annual Emissions and Fuels Submission Page.

Submission Detail

Submission ID 239

Submission Status Unverified Preliminary Data

Reporting Year 2008

Emitting Activity

Facility Name ABC Facility

ARB ID 123456

Emitting Activity Name Boiler gasoline

Aggregation Level Summed

Emissions Data Detail

Emitting Activity Name	Activity Type	Activity Subtype	Method	Emissions	GHG	Fuel	Quantity	EF	HHV
Boiler gasoline	Boilers		Calculated	0.000735 metric tons	N2O (Nitrous oxide)	Gasoline	9866 gallons	0 g N2O / MMBtu	5.218 MMBtu / Barrel
Boiler gasoline	Boilers		Calculated	86.818672 metric tons	CO2 (Carbon dioxide)	Gasoline	9866 gallons	70.83 kg CO2 / MMBtu	5.218 MMBtu / Barrel
Boiler gasoline	Boilers		Calculated	0.003677 metric tons	CH4 (Methane)	Gasoline	9866 gallons	0 g CH4 / MMBtu	5.218 MMBtu / Barrel

Review reported emissions values.

The grid displays the emitting activity, fuel name, fuel use values, detailed factors, and reported emissions.

Back Review Draft Submission

Click the Back button to return to the Report Emissions page to make any necessary edits. Click the Review Draft Submission button to return to the submission information page.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- Review the emitting activity emissions records. Click the **Back** button to return to the Report Emissions page to make any necessary changes. When data is accurate and complete, click the **Review Draft Submission** button to return to the Emissions and Fuels Submission Information page.

6.3 Reporting Device Level Fuel Data

This section is only relevant for a facility reporting Emissions and Fuels Data. A generating unit will not report device level fuel use for its Emissions and Fuels Data submission. A power entity will not report device level fuel use for its SF₆ Emissions Data submission.

Facilities are required to report their device level fuel use at the lowest level of metering available at their facility. You should have set up any devices/meters at your facility when you were setting up your facility information earlier (see Section 3 for instructions on how to add or edit facility devices). Now you can report fuel use for these devices/meters.

- Click on the Device Level Fuel Data Detail tab to report metered fuel use, then click the **Report Additional Data** tab to proceed with reporting device fuel data.

Figure 6-17
Device Level Fuel Use Data Detail Tab

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[Facility](#) [Annual Reporting](#) [Reports](#)

Review Annual Emissions and Fuels Submission

Use this page to report and review annual emissions and fuels data.

The tabs below allow you to report and review the following data: 1.) Emitting Activity Fuel Data, 2.) Emissions Data, 3.) Device Level Fuel Data, and 4.) Supporting Documentation.

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

Emitting Activity Fuel Data Detail
Emissions Data Detail
Device Level Fuel Use Data Detail
Supporting Documentation

Device Level Fuel Use Data Detail

Device Name	Device Type	Fuel Name	Quantity	Comment
Meter A	Meter	Coke	5737 short tons	

[Report Additional Data](#)
[Edit Record](#)
[Delete Record](#)

Use the buttons below the grids to report additional data or to edit existing data.

[Back](#) [Review Submission QA Checks](#)

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

2) On the Add Device Level Fuel Data page, report metered fuel use.

- a) Select the device/meter for which you would like to report fuel use from the drop-down menu.

Note: If the device for which you would like to report is not displayed in the drop-down menu, return to the Facility Information page, Devices tab to add it (See Section 3).

- b) Select the fuel you would like to report for from the drop-down menu. Once you select a fuel, the appropriate unit of measure will populate in the Unit of Measure drop-down and will not require user selection.



Note: You may select and report fuel use for the same fuel for multiple devices if necessary. You may also report fuel use for multiple fuels for the same device if necessary.

- c) Enter the fuel quantity measured.
- d) Click the **Save** button. Once you click the **Save** button, a new row in the grid will appear displaying the selected device and fuel amount reported.

Note: If you do not click the **Save** button before navigating away from this page, any changes made will not be retained.

- e) Repeat steps a-d for any other additional devices.
- f) When complete, click the **Back** button to return to the Review Emissions and Fuels Submission page.

Figure 6-18
Add Device Level Fuel Data Page

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Facility
Annual Reporting
Reports

Add Device Level Fuel Data

Use this page to report device-level fuel data.

Use the grid below allows you to select a device for which data has already been reported.

The block below allows you to select a device, fuel, report the quantity consumed and the appropriate unit of measure, and enter a comment if applicable.

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

Device Level Fuel Data Detail

Device Name ^	Device Type	Fuel	Amount	Comment
Meter A	Meter	Asphalt	1543199 gallons	
Meter A	Meter	Coke	5737 short tons	
Meter B	Meter	Distillate Fuel Oil (#1 , 2, & 4) (diesel)	513917 gallons	
Meter B	Meter	Coke	454913 short tons	
Meter C	Meter	Propane	5791132 gallons	

Page 1 of 1

Report Fuel Use

Device Name ^

Fuel ^

Quantity Measured ^

Units ^

Comment

Select a device to report for. Devices were added when setting up your facility on the Facility Information page.

Select a fuel to report.

Enter the quantity of fuel measured.

Back
Delete Record
Save

Enter the quantity of fuel measured.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

6.4 Adding Supporting Documentation

If your submission requires any additional supporting documentation, you may attach it to your submission using the Supporting Documentation tab.

- 1) Click on the Supporting Documentation tab to attach a document to your submission.

Figure 6-19
Supporting Documentation Tab

The screenshot displays the 'Supporting Documentation' tab within the 'Review Annual Emissions and Fuels Submission' section. The interface includes a header with the CA.GOV logo and navigation links. Below the header, there are two main sections: 'Submission Detail' and 'Facility'. The 'Submission Detail' section shows fields for Submission ID (239), Submission Status (Unverified Preliminary Data), and Reporting Year (2008). The 'Facility' section shows Facility Name (ABC Facility) and ARB ID (123456). Below these sections are four tabs: 'Emitting Activity Fuel Data Detail', 'Emissions Data Detail', 'Device Level Fuel Use Data Detail', and 'Supporting Documentation'. The 'Supporting Documentation' tab is active, showing a table with columns: Document Name, Document Description, Document Type, and Date Added. The table contains one entry: 'TEST DOC.doc', 'Submission', and '2009-01-06 14:25:51.43'. Below the table are buttons for 'Add', 'Download', and 'Delete'. A red arrow points to the 'Add' button with the text 'Use the buttons below the grids to add, delete, or view documents.' At the bottom, there are links for 'Home', 'Visit ARB Mandatory Reporting Page', and 'Return to Top'.

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

Supporting Documentation

Document Name	Document Description	Document Type	Date Added
TEST DOC.doc		Submission	2009-01-06 14:25:51.43

Add Download Delete Use the buttons below the grids to add, delete, or view documents.

Back Review Submission QA Checks

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 2) Click the **Add** button to add a new document.
 - a) From the pop-up window, use the **Browse** button to locate the document you would like to upload.
 - b) Select the document Status as Public or Private. This Status designation will determine whether or not the document will be accessible in public reports.
 - c) Add a Description if necessary.
 - d) Click the **Add** button. The document should now display in the grid on the Supporting Documentation tab.

Figure 6-20
Add Document Window

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Facility Annual Reporting Reports

Review Annual Emissions and Fuels Submission

Use this page to report and review annual emissions and fuels data.

The tabs below allow you to report and review the following data: 1.) Emitting Activity Fuel Data, 2.) Emissions Data, 3.) Device Level Fuel Data, and 4.) Supporting Documentation.

Submission Detail

Submission ID	239
Submission Status	Unverified
Reporting Year	2008

Emitting Activity Fuel Data

Supporting Documentation

Document Name
TEST DOC.doc

Add Document

Document File : I:\MeganReilly\Private\TEST DOC.pdf

Status :

Document Description :

Click Add when complete.

Designate the document as Public or Private.

Browse your local drive to find the document you would like to upload to the system.

[Back](#) [Review Submission QA Checks](#)

Home : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- 3) Click the **Download** button to open and view the document.
- 4) Click the **Delete** button to delete a document from the submission.

[This page intentionally left blank.]

7.0 Report Annual Energy and Production Data

7.1 Annual Energy and Production Submission

Reporting Energy and Production data is only relevant for facilities and generating units. Power entities will not report energy and production data.

After the submission has been created (See Section 5: Annual Reporting), you will be navigated to the Annual Energy and Production Submission Details page. From this page, use the tabs to report various data, such as indirect energy use, energy production, energy provided or sold, steam production, cement efficiency metrics, or hydrogen data. At the top of this page, there are two blocks that display information about your submission. In the upper left hand corner, there is a block displaying your Submission ID (system-generated identifier) and Submission Type (Energy and Production). In the upper right hand corner, there is a block displaying your facility or generating unit name and ARB ID.

The tabs that display on the Annual Energy and Production Submission page correspond to energy and production reporting categories. Energy and Production reporting categories are set up on the Facility Information page, Energy and Production tab (see Section 3 for instructions on how to add or change Energy and Production reporting categories).

The following sections describe reporting for all available Energy and Production reporting categories. All six of these reporting categories may not apply to your facility, but all are included in this document for reporting guidance purposes.

For more information about which energy and production reporting categories your facility or generating unit is required to report, please refer to the ARB Mandatory Reporting Regulation or the Mandatory Instructional Guidance for Operators or also refer to Figure 3-14 and Figure 3-15 of this document.

Figure 7-1
Review Energy and Production Submission Details Page

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Facility Annual Reporting Reports

Annual Energy and Production Submission

Use this page to report and review annual energy and production data.

The tabs below allow you to report the following data: 1.) Indirect Energy Use Data, 2.) Energy Production Data, 3.) Energy Sold or Provided Data, 4.) Steam Production Data, 5.) Cement Efficiency Metrics Data, 6.) Hydrogen Data, and 7.) Supporting Documentation.

You may add or remove reporting categories on the Facility Information page, Energy and Production tab. The reporting categories selected on the Facility Information page, Energy and Production tab, will dictate which tabs display below on your Energy and Production submission.

Submission Detail

Submission ID 264

Submission Status Unverified Preliminary Data

Reporting Year 2008

Facility

Facility Name ABC Facility

ARB ID 123456

Submission Details

Facility or Generating Unit Details

Indirect Energy Use Energy Production Energy Provided or Sold Steam Production Cement Efficiency Metrics Hydrogen Supporting Documentation

Use tabs to review or report energy and production data.

Indirect Energy Use

Category	Energy Type	Quantity	Provider	Provider ARB ID
Indirect	Electricity	6450 kWh	A Big CA Power Company	09876
Indirect	Thermal	52645 Btu	QRS Facility	234567
Indirect	Thermal	97520 Btu	Facility123	F-2398

Add Edit Delete

Use the buttons on each tab to navigate off the page to add data or to save data entered directly on the tab.

Back Review Submission QA Checks

Home : Visit ARB Mandatory Reporting Page : Return to Top

7.2 Reporting Indirect Energy Use

Indirect energy refers to electricity, thermal, or other energy provided by a retail provider or facility not owned or operated by the user of the energy. Indirect energy use is required to be reported by facilities with Primary Reporting Sector or Secondary Sector(s) of General Stationary Combustion, Cement, Refinery, Hydrogen, or Cogeneration. Reporting methods for indirect energy use are detailed in sections 95125(k) – (l) of the ARB Mandatory Reporting Regulation. In the California GHG Emissions Reporting Tool, they are reported in your Energy and Production Submission, under the Indirect Energy Use tab.

- 1) To report indirect energy use, click on the Indirect Energy Use tab. Any previously reported indirect energy use records will display in the grid on the tab. Then click the **Add** button to add a new record.

Figure 7-2
Indirect Energy Use Tab

Indirect Energy Use	Energy Production	Energy Provided or Sold	Steam Production	Cement Efficiency Metrics	Hydrogen	Supporting Documentation
Indirect Energy Use						
Category	Energy Type	Quantity	Provider	Provider ARB ID		
Indirect	Electricity	6450 kWh	A Big CA Power Company	09876		
Indirect	Thermal	52645 Btu	QRS Facility	234567		
Indirect	Thermal	97520 Btu	Facility123	F-2398		
<div> Add Edit Delete </div> <p>Use the buttons under the grid to navigate off the page to add indirect energy use data, or select an indirect energy use record and use the buttons to edit or delete the record.</p>						

- 2) After clicking the **Add** button, you will be navigated to the Report Data page. On this page, you will report indirect energy use data.

Figure 7-3
Report Indirect Energy Use Data

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Facility Annual Reporting Reports

Logged in as Facility Manager (source)

Report Data

Use this page to report indirect energy use data.

Select the energy type for which you would like to report. Enter the quantity measured.

Use the Select Facility or Select Entity button in the block to navigate off the page and select an energy provider from the system. If the provider is not found using the Select Facility or Select Entity buttons, enter the provider name in the Common Provider Name field, and enter the Facility EIA Identifier.

When complete, click the Save button.

Submission Detail		Facility	
Submission ID	264	Facility Name	ABC Facility
Submission Status	Unverified Preliminary Data	ARB ID	123456
Reporting Year	2008		

1. Select Category

Energy Category * Indirect

2. Report Data

Energy Type * Thermal

Quantity Measured * 0 Btu

Select Provider Select Facility or Select Entity

Provider ARB ID

Provider Name

If you are unable to locate your provider in the system, please enter their name and appropriate EIA identifier in the fields below.

Common Provider Name

Facility EIA Identifier



Back Save Click Save when complete.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- a) Step 1: Select Energy Category - The Energy Category of "Indirect" will automatically be chosen for you.
- b) Step 2: Report Data
 - i) Select the appropriate Energy Type from the drop-down menu. The drop-down menu will include options to report your facility's Thermal or Electric indirect energy.
 - ii) Enter the quantity of indirect energy measured. The appropriate unit of measure will display (Btu for Thermal and kWh for Electric), and will not require selection by the user.

- iii) Select the provider of the indirect energy. If the provider is a facility or power entity in the reporting tool database, use the Select Facility or Select Entity buttons. You will be navigated off-page to select a provider facility or power entity. Highlight the row listing the provider facility or power entity and then click the **Continue** button.

Figure 7-4
Select Provider Facility

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Facility
Entity
Annual Reporting
Verification Bodies
People
Reports

Select Facility

Select Facility

Facility Name	ARB ID	Primary Reporting Sector	Secondary Sectors	City	State
Charlottesville Facility	123000	General Stationary Combustion		Charlottesville	California
TID Facility	123456	Other		Sacramento	California
Cal Cement Facility	100014	Cement Plant		Woodland	California
Winters Refinery	100017	Petroleum Refinery		Winters	California
ZYX Hydrogen	100018	Hydrogen Plant	General Stationary Combustion, Electricity Generation	Davis	California
AE Combustion	100020	General Stationary Combustion	Other	Lodi	California
Northern Electric	100021	Electricity Generation	Other	woodland	California
SMUD Facility	100025	General Stationary Combustion	Cogeneration Facility	Davis	California
Sacramento E & G	100001	Electricity Generation		Sacramento	California
Lodi Power	100002	Electricity Generation	Cogeneration Facility	Lodi	California

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[Back](#)
[Continue](#)

Click on the row in the grid listing the provider facility you would like to select.

Click Continue to select the facility and return to the Report Indirect Energy Use page.

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Figure 7-5
Select Provider Entity

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Facility Entity Annual Reporting Verification Bodies People Reports

Select Power Entity

Entity Name	ARB-ID	Primary Entity Type	Secondary Entity Type	City	State
TUV Entity	12300	Marketer		Staunton	California
DEF Entity	12301	Asset Owning/Controlling Supplier		Sacramento	California
Sacramento Valley Power	100045	Non-Multijurisdictional Retail Provider		Davis	California
Davis Electric	100033	Multijurisdictional Retail Provider		Davis	California
TID Entity	1999	Non-Multijurisdictional Retail Provider	Asset Owning/Controlling Supplier	Turlock	California
LADWP Entity	1007	Asset Owning/Controlling Supplier		Los Angeles	California
SMUD Entity	1006	Marketer	Asset Owning/Controlling Supplier	Sacramento	California
Calpine Entity	1008	Non-Multijurisdictional Retail Provider		Capay	California
Charlottesville Electricity Co.	999	Marketer		Charlottesville	Virginia

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Back **Continue**

Home : Visit ARB Mandatory Reporting Page : Return to Top

- iv) If using the Select Facility or Select Entity buttons does not locate your provider, you may enter the provider's name in the Common Provider Name field and its EIA ID in the Facility EIA Identifier field.
- v) When finished reporting data, click the **Save** button. This will navigate you back to the Energy and Production Submission page. The indirect energy use record you have just entered will appear in the grid under the Indirect Energy Use tab.
- 3) To edit an existing indirect energy use record, select the record by highlighting and clicking on the row in the grid listing the record. Then click the **Edit** button. You will be navigated back to the Report Indirect Energy Use Data page. Make any necessary edits to the record, then click the **Save** button.
- 4) To delete an existing indirect energy use record, select the record by highlighting and clicking on the row in the grid listing the record. Then click the **Delete** button. A pop-up will display asking you to confirm the deletion. If you are sure you would like to delete, click **Yes**. The record will be removed from the grid under the Indirect Energy Use tab.

Note: Deleting a record is a permanent action and cannot be undone. Please remember that records can be edited. Only delete a record if it has been created in error, and you are sure it should be deleted.

7.3 Reporting Energy Production

Energy production refers to the net power generated by your facility. Net power generated refers to the gross generation minus station service or unit service power requirements, expressed in megawatt hours (MWh) per year. In the case of cogeneration, this value is intended to include internal consumption of electricity for the purposes of a production process, as well as power put on the grid.

Energy Production is required to be reported for facilities with Primary Reporting Sector or Secondary Sector(s) of Electricity and Cogeneration. The requirements for cogeneration facilities are found in section 95112 of the ARB Mandatory Reporting Regulation. In the California GHG Emissions Reporting Tool, energy production is reported in your Energy and Production Submission, under the Energy Production tab.

- 1) To report energy production, click on the Energy Production tab. The reporting requirements for cogeneration facilities differ from those of non-cogeneration facilities. The Primary Reporting Sector and Secondary Sector(s) selected for your facility on your Facility Information page will dictate the fields displayed on this tab.

Note: If you need to make changes to your facility's Primary Reporting Sector or Secondary Sector(s), navigate to your Facility Information page. Then click on the Facility Details tab to make any necessary changes. See Section 2 for more information.

Figure 7-6
Energy Production Tab (Non-Cogeneration)

The screenshot shows the 'Energy Production' tab selected in a navigation bar. Below the navigation bar, the 'Energy Production' section is active. It contains a form with a label 'Net Power Generated *' and a text input field containing the number '650275'. To the right of the input field is the unit 'MWh'. Below the input field is a blue 'Save' button. Two red arrows with text annotations are present: one points to the input field with the text 'Enter net power generated in MWh.', and the other points to the 'Save' button with the text 'Click Save before navigating off of the Energy Production tab, or the data entered will not be retained.'

Figure 7-7
Energy Production Tab (Cogeneration)

Indirect Energy Use	Energy Production	Energy Provided or Sold	Steam Production	Cement Efficiency Metrics	Hydrogen	Supporting Documentation
Energy Production						
Net Power Generated *		25250	MWh			
(Cogeneration Only) Amount Consumed On-site		12000	MWh			
(Cogeneration Only) Efficiency of Electricity Generation (if known)		95	%			
Thermal Energy Production (Cogeneration only)						
Total Useful Thermal Output *		32075	MMBtu			
Amount Consumed On-site *		18500	MMBtu			
Efficiency of Thermal Energy Production (if known)		92	%			
Input Steam to Turbine (if measured)		500	MMBtu			
Output of Heat Recovery System Generator (HRSG) *		775	MMBtu			
Supplemental Fuel Fired in Duct Burner of HRSG *		1000	MMBtu			
Save		Click Save before navigating off of the Energy Production tab, or the data entered will not be retained.				

2) Report Energy Production Data

- If not a cogeneration facility or unit, enter your net power generated in MWh. Then click the **Save** button. If you do not click the **Save** button, the value you entered will not be retained.
- If a cogeneration facility or unit, enter your net power generated in MWh. Then enter the additional required fields, including the amount of electricity consumed onsite, the efficiency of electricity generation, and additional Thermal Energy Production information. When complete, click the **Save** button. If you do not click the **Save** button, the values you entered will not be retained.

7.4 Reporting Energy Provided or Sold

The Energy Provided or Sold tab allows the user to report the Electric and Thermal Energy that has been provided or sold. This includes: Thermal Energy Provided or Sold (Cogeneration only), Electricity Provided or Sold (Cogeneration only), Total Wholesale Electricity Sold (Cogeneration only), and Wholesale Electricity Directly Exported.

Energy Provided or Sold is required to be reported by facilities with Primary Reporting Sector or Secondary Sector(s) of Electricity and Cogeneration. The requirements for non-cogeneration facilities only require them to report wholesale electricity directly exported. The requirements for cogeneration facilities, which differ from those of non-cogeneration facilities in that they are more expansive, are found in section 95112 of the ARB Mandatory Reporting Regulation, and include thermal energy provided or sold, electricity provided or sold, total wholesale electricity sold, and wholesale electricity directly exported. In the CA GHG Emissions Reporting Tool, energy provided or sold is reported in your Energy and Production Submission, under the Energy Provided or Sold tab.

- 1) To report energy provided or sold, click on the Energy Provided or Sold tab. Any previously reported energy provided or sold records will display in the grid on the tab. Then click the **Add** button to add a new record.

Figure 7-8
Energy Provided or Sold Tab

Indirect Energy Use

Energy Production

Energy Provided or Sold

Steam Production

Cement Efficiency Metrics

Hydrogen

Supporting Documentation

Energy Provided or Sold

Category	Energy Type	Quantity	Counterparty	End-User/Host/Customer NAICS	Region
Electricity Provided or Sold	Electricity	6350 MWh		33611 - Automobile and Light Duty Motor Vehicle Manufacturing	
Electricity Provided or Sold	Electricity	1500 MWh		333220 - Plastics and Rubber Industry Machinery Manufacturing	
Total Wholesale Electricity Sold	Electricity	37500 MWh			
Wholesale Electricity Direct Export	Electricity	12500 MWh	Northern Utilities		PNW
Wholesale Electricity Direct Export	Electricity	10575 MWh	Southwest Power		SW
Wholesale Electricity Direct Export	Electricity	6500 MWh	Santa Fe E & G		SW
Thermal Energy Provided or Sold	Thermal	32575 MMBtu		33231 - Plate Work and Fabricated Structural Product Manufacturing	
Thermal Energy Provided or Sold	Thermal	5750 MMBtu		3344 - Semiconductor and Other Electronic Component Manufacturing	

Add

Edit

Delete

Use the buttons under the grid to navigate off the page to add energy provided or sold data, or select an energy provided or sold record and use the buttons to edit or delete the record.

- 2) After clicking the **Add** button, you will be navigated to the Report Data page. On this page, you will report energy provided or sold data. Please see below (a – d) for reporting instructions for each specific type of energy provided or sold.
 - a) To report Wholesale Electricity Directly Exported (Cogeneration and Non-cogeneration).

Figure 7-9
Report Wholesale Electricity Direct Export (Cogeneration and Non-cogeneration)

The screenshot shows the 'Report Data' page of the CA GHG Emissions Reporting Tool. At the top is the California Environmental Protection Agency (CalEPA) logo and the text 'AIR RESOURCES BOARD'. Navigation links include 'Facility', 'Annual Reporting', and 'Reports'. A user is logged in as 'Facility Manager (source)'. The page title is 'Report Data'. Instructions state: 'Use this page to report data for energy provided or sold. Select the energy category for which you would like to report from the drop-down menu. Then in the block below report the amount, and fill in all other required information as indicated by a red asterisk (*). When complete, click the Save button, then click the Back button.'

Submission Detail

Submission ID	264
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

1. Select Category

Energy Category * Wholesale Electricity Direct Export

2. Report Data

Energy Type *	Electricity	
Wholesale Electricity Sales Directly Exported	<input type="text" value="12500"/>	MWh
Counterparty	<input type="text" value="Northern Utilities"/>	
Region of Destination	PNW	

[Back](#) [Save](#) Click Save when complete.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- i) Step 1: Select Energy Category - Select Wholesale Electricity Direct Export from the drop-down menu.
- ii) Step 2: Report Data
 - The Energy Type of Electricity will automatically populate in the drop-down menu and will not require you to select it.
 - Enter the quantity of wholesale electricity sales directly exported in MWh in the corresponding field. The unit of measure will automatically populate in the drop-down menu and will not require you to select it.
 - Enter the name of the counterparty to which you directly exported the wholesale electricity.



- Select a region of destination of the wholesale electricity sales. The options in the drop-down menu include: PNW (Pacific Northwest) and SW (Southwest).

Note: As referenced in the ARB Mandatory Reporting Regulation, Pacific Northwest is defined as Washington, Oregon, Idaho, Montana, and British Columbia, and Southwest is defined as Arizona, Nevada, Utah, Colorado, and western New Mexico.

- iii) When you have completed entering your data, click the **Save** button. Upon clicking the **Save** button, the data entered will be saved, and you will be navigated back to the Energy and Production Submission page. On the Energy Provided or Sold tab, the Wholesale Electricity Direct Export record you just entered will appear in the grid.

- b) To report Thermal Energy Provided or Sold (Cogeneration only).

Figure 7-10
Report Thermal Energy Provided or Sold (Cogeneration Only)



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FacilityAnnual ReportingReports

Logged in as Facility Manager (source)

Report Data

Use this page to report data for energy provided or sold.

Select the energy category for which you would like to report from the drop-down menu. Then in the block below report the amount, and fill in all other required information as indicated by a red asterisk (*).

When complete, click the **Save** button, then click the **Back** button.

Submission Detail

Submission ID	264
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

1. Select Category

Energy Category *Thermal Energy Provided or Sold

2. Report Data

Energy Type *	Thermal	
Amount Provided or Sold to Host/Customer	32575	MMBtu
Host/Customer NAICS Code:	33231 - Plate Work and Fabricated Structural P	

BackSave

Click Save when complete.

Home : Visit ARB Mandatory Reporting Page : Return to Top

i) Step 1: Select Energy Category - Select Thermal Energy Provided or Sold from the drop-down menu.

ii) Step 2: Report Data

- The Energy Type of Thermal will automatically populate in the drop-down menu and will not require you to select it.
- Enter the amount of thermal energy provided or sold to a host or customer in MMBtu in the corresponding field. The unit of measure will automatically populate in the drop-down menu and will not require you to select it.
- Select the NAICS Code of the host or customer that the thermal energy was provided or sold to from the drop-down menu.

Note: The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system. NAICS was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America. To find your 6 digit NAICS Code, you can go to <http://www.census.gov/epcd/www/naics.html>.

iii) When you have completed entering your data, click the **Save** button. Upon clicking the **Save** button, the data entered will be saved, and you will be navigated back to the Energy and Production Submission page. On the Energy Provided or Sold tab, the Thermal Energy Provided or Sold record you just entered will appear in the grid.

c) To report Electricity Provided or Sold (Cogeneration only).

Figure 7-11
Report Electricity Provided or Sold (Cogeneration Only)

The screenshot shows the 'Report Data' section of the CA GHG Emissions Reporting Tool. At the top, there is a header with the CA.GOV logo, the California Environmental Protection Agency AIR RESOURCES BOARD logo, and navigation links: Facility, Annual Reporting, Reports, My Profile, Contact Us, and Log Out. Below the header, a blue bar indicates the user is logged in as Facility Manager (source). The main section is titled 'Report Data' and includes instructions: 'Use this page to report data for energy provided or sold. Select the energy category for which you would like to report from the drop-down menu. Then in the block below report the amount, and fill in all other required information as indicated by a red asterisk (*). When complete, click the Save button, then click the Back button.'

The form is divided into two main sections: 'Submission Detail' and 'Facility'. The 'Submission Detail' section includes fields for Submission ID (264), Submission Status (Unverified Preliminary Data), and Reporting Year (2008). The 'Facility' section includes fields for Facility Name (ABC Facility) and ARB ID (123456).

Section 1, 'Select Category', contains a dropdown menu for 'Energy Category' with 'Electricity Provided or Sold' selected. Section 2, 'Report Data', contains three fields: 'Energy Type' (Electricity), 'Amount Provided to End-User' (6350), and 'End-User NAICS Code' (33611 - Automobile and Light Duty Motor Vehicle). The 'Amount Provided to End-User' field is followed by a dropdown menu for units, with 'MWh' selected. At the bottom of the form, there are 'Back' and 'Save' buttons. A red arrow points to the 'Save' button with the text 'Click Save when complete.'

At the bottom of the page, there is a navigation bar with links: Home, Visit ARB Mandatory Reporting Page, and Return to Top.

- i) Step 1: Select Energy Category - Select Electricity Provided or Sold from the drop-down menu.
- ii) Step 2: Report Data
 - The Energy Type of Electricity will automatically populate in the drop-down menu and will not require you to select it.
 - Enter the amount of electricity provided to end-users in MWh in the corresponding field. The unit of measure will automatically populate in the drop-down menu and will not require you to select it.
 - Select the NAICS Code of the end-user that the electricity provided to from the drop-down menu.

Note: The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system. NAICS was developed jointly by the U.S., Canada, and Mexico to provide new

comparability in statistics about business activity across North America. To find your 6 digit NAICS Code, you can go to <http://www.census.gov/epcd/www/naics.html>.

- iii) When you have completed entering your data, click the **Save** button. Upon clicking the **Save** button, the data entered will be saved, and you will be navigated back to the Energy and Production Submission page. On the Energy Provided or Sold tab, the Electricity Provided or Sold record you just entered will appear in the grid.
- 3) To edit an existing energy provided or sold record, select the record by highlighting and clicking on the row in the grid listing the record. Then click the **Edit** button. You will be navigated back to the Report Energy Provided or Sold Data page. Make any necessary edits to the record, then click the **Save** button.
- 4) To delete an existing energy provided or sold record, select the record by highlighting and clicking on the row in the grid listing the record. Then click the **Delete** button. A pop-up will display asking you to confirm the deletion. If you are sure you would like to delete, click **Yes**. The record will be removed from the grid under the Energy Provided or Sold tab.

Note: Deleting a record is a permanent action and cannot be undone. Please remember that records can be edited. Only delete a record if it has been created in error, and you are sure it should be deleted.

- a) To report Total Wholesale Electricity Sold (Cogeneration only).

Figure 7-12
Report Total Wholesale Electricity Sold (Cogeneration Only)

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Facility Annual Reporting Reports

Logged in as Facility Manager (source)

Report Data

Use this page to report data for energy provided or sold.

Select the energy category for which you would like to report from the drop-down menu. Then in the block below report the amount, and fill in all other required information as indicated by a red asterisk (*).

When complete, click the **Save** button, then click the **Back** button.

Submission Detail		Facility	
Submission ID	264	Facility Name	ABC Facility
Submission Status	Unverified Preliminary Data	ARB ID	123456
Reporting Year	2008		

1. Select Category

Energy Category * Total Wholesale Electricity Sold

2. Report Data

Energy Type * Electricity

(Cogeneration Only) Total Amount Sold Wholesale 375000 MWh

[Back](#) [Save](#) Click Save when complete.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- i) Step 1: Select Energy Category - Select Total Wholesale Electricity Sold from the drop-down menu.
- ii) Step 2: Report Data
 - The Energy Type of Electricity will automatically populate in the drop-down menu and will not require you to select it.
 - Enter the total amount of electricity sold wholesale in MWh in the corresponding field. The unit of measure will automatically populate in the drop-down menu and will not require you to select it.
- iii) When you have completed entering your data, click the **Save** button. Upon clicking the **Save** button, the data entered will be saved, and you will be navigated back to the Energy and Production Submission page. On the Energy Provided or Sold tab, the Total Wholesale Electricity Sold record you just entered will appear in the grid.

- 5) To edit an existing energy provided or sold record, select the record by highlighting and clicking on the row in the grid listing the record. Then click the **Edit** button. You will be navigated back to the Report Energy Provided or Sold Data page. Make any necessary edits to the record, then click the **Save** button.
- 6) To delete an existing energy provided or sold record, select the record by highlighting and clicking on the row in the grid listing the record. Then click the **Delete** button. A pop-up will display asking you to confirm the deletion. If you are sure you would like to delete, click **Yes**. The record will be removed from the grid under the Energy Provided or Sold tab.

Note: Deleting a record is a permanent action and cannot be undone. Please remember that records can be edited. Only delete a record if it has been created in error, and you are sure it should be deleted.

7.5 Reporting Steam Production

The Steam Production tab allows users to report the steam produced by their facility. Steam Production is required to be reported by facilities with Primary Reporting Sector or Secondary Sector(s) of Electricity and Cogeneration. In the CA GHG Emissions Reporting Tool, steam production is reported in your Energy and Production Submission, under the Steam Production tab.

- 1) To report steam production, click on the Steam Production tab.

Figure 7-13
Steam Production Tab

The screenshot shows the 'Steam Production' tab selected in a navigation bar. Below the bar, the section is titled 'Steam Production from Boilers'. There are two input fields: 'Quantity Generated' with the value '1350' and unit 'MMBtu', and 'Boiler Efficiency (if known)' with the value '85' and unit '%'. A red arrow points from the text 'Enter all required fields.' to the 'Quantity Generated' field. Below the input fields is a blue 'Save' button. A red arrow points from the text 'Click Save before navigating off of the Steam Production tab, or the data entered will not be retained.' to the 'Save' button.

- 2) Report Steam Production Data.
 - a) Enter your quantity of steam generated from boilers in MMBtu.
 - b) Enter the efficiency of the boiler, if known, in a percentage.
 - c) Then click the **Save** button. If you do not click the **Save** button, the value you entered will not be retained.

7.6 Reporting Cement Efficiency Metrics

The Cement Efficiency Metrics tab allows users to report the amount of cement and clinker produced by a cement manufacturing facility. Cement efficiency metrics data is required to be reported by facilities with Primary Reporting Sector or Secondary Sector(s) of Cement. The reporting requirements for cement plants are found in section 95110 of the ARB Mandatory Reporting Regulation. In the CA GHG Emissions Reporting Tool, cement efficiency metrics data are reported in your Energy and Production Submission, under the Cement Efficiency Metrics tab.

- 1) To report cement efficiency metrics, click on the Cement Efficiency Metrics tab.

Figure 7-14
Cement Efficiency Metrics Tab

Indirect Energy Use	Energy Production	Energy Provided or Sold	Steam Production	Cement Efficiency Metrics	Hydrogen	Supporting Documentation
Report Cement Efficiency Metrics Data						
Amount Clinker *	25275	metric tons				
Amount Sold Directly *	1050	metric tons				
Amount Own Consumed *	5750	metric tons				
Amount Added to Stock *	2500	metric tons				
Type Clinker Substitute Consumed *	Gypsum					
Amount Clinker Substitute Consumed *	770	metric tons				
Type Cement Substitute Consumed *	Limestone					
Amount Cement Substitute Consumed *	900	metric tons				
Save	Click Save before navigating off of the Cement Efficiency Metrics tab, or the data entered will not be retained.					

- 2) Report Cement Efficiency Metrics Data. Enter the total amount of clinker, amount of clinker sold directly, amount of own clinker consumed, amount of clinker added to stock, amount of clinker substitute consumed, and the amount of cement substitute consumed, in metric tons in the corresponding fields. Select the type of clinker substitute consumed from the drop-down menu, and select the type of cement substitute consumed from the drop-down menu. Then click the **Save** button. If you do not click the **Save** button, the value you entered will not be retained.

7.7 Reporting Hydrogen Data

The Hydrogen tab allows users to report the steam produced by their facility. Hydrogen data is required to be reported by facilities with Primary Reporting Sector or Secondary Sector(s) of Hydrogen. The reporting requirements for hydrogen plants are found in section 95114 of the ARB Mandatory Reporting Regulation. In the CA GHG Emissions Reporting Tool, hydrogen data are reported in your Energy and Production Submission, under the Hydrogen tab.

- 1) To report hydrogen data, click on the Hydrogen tab.

Figure 7-15
Hydrogen Tab

Indirect Energy Use	Energy Production	Energy Provided or Sold	Steam Production	Cement Efficiency Metrics	Hydrogen	Supporting Documentation
Hydrogen Data						
Total Hydrogen Produced *	4500	standard cubic feet				
Total Hydrogen Sold for Use as Transportation Fuel *	500	standard cubic feet				
Total CO ₂ Sold *	1000	metric tons				
Total CO Sold *	1150	metric tons				
<div>Save</div> <p>Click Save before navigating off of the Hydrogen Data tab, or the data entered will not be retained.</p>						



- 2) Report Hydrogen Data. Enter the total amount of hydrogen produced and the total amount of hydrogen sold for use as transportation fuel, in standard cubic feet in the corresponding fields. Then enter the total CO₂ sold and the total CO sold, in metric tons, in the corresponding fields. Then click the **Save** button. If you do not click the **Save** button, the value you entered will not be retained.

7.8 Adding Supporting Documentation

If your submission requires any additional supporting documentation, you may attach it to your submission using the Supporting Documentation tab.

- 1) Click on the Supporting Documentation tab to attach a document to your submission.

Figure 7-16
Supporting Documentation Tab

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Facility
Annual Reporting
Reports

Annual Energy and Production Submission

Use this page to report and review annual energy and production data.

The tabs below allow you to report the following data: 1.) Indirect Energy Use Data, 2.) Energy Production Data, 3.) Energy Sold or Provided Data, 4.) Steam Production Data, 5.) Cement Efficiency Metrics Data, 6.) Hydrogen Data, and 7.) Supporting Documentation.

You may add or remove reporting categories on the Facility Information page, Energy and Production tab. The reporting categories selected on the Facility Information page, Energy and Production tab, will dictate which tabs display below on your Energy and Production submission.

Submission Detail

Submission ID	264
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

Indirect Energy Use
Energy Production
Energy Provided or Sold
Steam Production
Cement Efficiency Metrics
Hydrogen
Supporting Documentation

Supporting Documentation

Document Name	Document Description	Document Type	Date Added
TEST DOC.doc		Submission	2009-01-08 14:07:09.473

Add
Download
Delete

Use the buttons below the grids to add, delete, or view documents.

[Back](#) | [Review Submission QA Checks](#)

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- 2) Click the **Add** button to add a new document.
 - a) From the pop-up window, use the **Browse** button to locate the document you would like to upload.
 - b) Select the document Status as Public or Private. This Status designation will determine whether or not the document will be accessible in public reports.
 - c) Add a Description if necessary.
 - d) Click the **Add** button. The document should now display in the grid on the Supporting Documentation tab.

Figure 7-17
Add Document Window

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Facility Annual Reporting Reports

Annual Energy and Production Submission

Use this page to report and review annual energy and production data.

The tabs below allow you to report the following data: 1.) Indirect Energy Use Data, 2.) Energy Production Data, 3.) Energy Sold or Provided Data, 4.) Steam Production Data, 5.) Cement Efficiency Metrics Data, 6.) Hydrogen Data, and 7.) Supporting Documentation.

You may add or remove reporting categories on the Facility Information page, Energy and Production tab. The reporting categories selected on the Facility Information page, Energy and Production tab, will dictate which tabs display below on your Energy and Production submission.

Submission Detail

Submission ID	264
Submission Status	Unverified
Reporting Year	2008

Indirect Energy Use Data

Supporting Documentation

Document Name
TEST DOC.doc

Add Document

Document File * I:\MeganReilly\Private\TEST DOC.pdf **Browse...**

Status * Public

Document Description

Add Click Add when complete.

Hydrogen Data **Supporting Documentation**

Document Added

73

Add **Download** **Delete**

Back **Review Submission QA Checks**

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 3) Click the **Download** button to open and view the document.
- 4) Click the **Delete** button to delete a document from the submission.

8.0 Report Annual Power Transactions Data

Reporting Power Transactions data is only relevant for power entities. Facilities and generating units will not report power transactions data.

After the submission has been created (See Section 5: Annual Reporting), you will be navigated to the Annual Power Transactions Submission Details page. From this page, the tabs are used to review uploaded power transactions data, such as power transactions data, power wheeled data, retail sales data, or facility ownership data. At the top of this page, there are two blocks that display information about your submission. In the upper left hand corner, there is a block displaying your Submission ID (system-generated identifier), Submission Status (Unverified Preliminary Data), and Reporting Year. In the upper right hand corner, there is a block displaying your power entity name and ARB ID.

Figure 8-1
Power Transactions Submission Page

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Facility Power Entity Annual Reporting Reports

Help

Annual Power Transactions Submission

Use this page to review annual power transactions data.

The tabs below allow you to review power transactions data that you have uploaded including: 1.) Power Transactions Data, 2.) Power Wheeled Data, 3.) Retail Sales Data, 4.) Fully or Partially Owned Facility Data, and 5.) Supporting Documentation.

Please note: Your power entity's Primary Entity Type and Secondary Entity Type, if applicable, will dictate which tabs will display. If you believe a tab is missing from your power entity's power transaction submission, first please navigate to the Power Entity Information page to confirm your power entity's Primary Entity Type and Secondary Entity Type.

Click the **Upload Data** button to upload annual power transactions data.

Submission Detail

Submission ID	301
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Power Entity

Power Entity Name	A Big CA Power Company
ARB-ID	09876

Power Transactions Data **Power Wheeled Data** **Retail Sales Data** **Facility Ownership Data** **Supporting Documentation**

Power Transactions Data

Transaction Type	Counterparty	Transaction Value (Mwh)	Facility or Unit ID	Facility or Unit	Source Type	Origin/Destination	Geographic Region	Wholesale Power P
------------------	--------------	-------------------------	---------------------	------------------	-------------	--------------------	-------------------	-------------------

Use the tabs to review data from your power transactions submission.

Click the Upload Data button to report power transactions data by uploading your data file.

Back Delete All Data **Upload Data** Review Submission QA Checks

Home : Visit ARB Mandatory Reporting Page : Return to Top

The tabs that display on the Annual Power Transactions Submission page correspond to the reporting requirements for your primary entity type and if applicable your secondary entity type. Your primary entity type and secondary entity type are set up on the Entity Information page, Entity Details tab (see Section 4 for instructions on how to add or change primary or secondary entity types).

The following sections describe information and instructions for reporting power transactions data by uploading an XML file to the Reporting Tool.

For more information about which types of power transactions data your power entity is required to report, please refer to the ARB Mandatory Reporting Regulation or the Mandatory Reporting Instructional Guidance for Operators, or also refer to the figure below

for a brief summary of required power transactions data by entity type. If your power entity has both a primary entity type and secondary entity type, then you are required to report all non-overlapping requirements for both.

Figure 8-2
Power Entity Power Transactions Reporting Requirements Summary by Entity Type

<u>Reporting Requirements/ Entity Type</u>	
<u>Marketer:</u>	<u>Non-Multijurisdictional Retail Provider:</u>
1.) Wholesale Power Imported to CA	1.) Wholesale Power Imported to CA
2.) Wholesale Power Exported from CA	2.) Wholesale Power Exported from CA
3.) Wholesale Power Wheeled through CA	3.) Wholesale Power Wheeled through CA
<u>Asset Owning/Controlling Supplier:</u>	4.) Wholesale Power Purchased/Taken from CA
1.) Is Wholesale Power Purchased > 10% of Total Power Supplied? (Yes or No)	5.) Wholesale Power Sold to CA
2.) If Yes:	6.) Retail Sales Data
a.) Wholesale Power Purchased/Taken	7.) Fully or Partially Owned Facility Data
b.) Wholesale Power Sold	<u>Multijurisdictional Retail Provider:</u>
<u>Department of Water Resources (DWR):</u>	1.) Wholesale Power Purchased/Taken from CA
1.) Wholesale Power Imported to CA	2.) Wholesale Power Purchased/Taken Not from CA
2.) Wholesale Power Purchased/Taken from CA	3.) Wholesale Power Sold Not to CA
3.) Wholesale Power Sold to CA	4.) Wholesale Power Sold to CA
4.) Fully or Partially Owned Facility Data	5.) Power Wheeled through CA
	6.) Retail Sales Data
	7.) Fully or Partially Owned Facility Data

8.1 Upload Power Transactions Data

To report power transactions data, your power entity will first download the Excel spreadsheet template available on the Upload Power Transactions page. The fields in the spreadsheet have been mapped to fields in a schema. After you have inserted your power entity's data into the template, you will export the file to an XML file, and then upload the XML file to the Reporting Tool.

The Excel spreadsheet template includes all required types of power transactions data for your entity type with all required fields included. The first worksheet tab of the spreadsheet includes guidance and instructions on filling out the spreadsheet. The second worksheet tab includes information to be filled out about your entity, the submission, and the submitter. The subsequent worksheet tabs in the spreadsheet correspond to the power transactions data that is required to be reported by your power entity.

Note: If your power entity has both a primary entity type and secondary entity type, you will need to download two power transaction templates, and upload two corresponding XML files to the Reporting Tool

- 1) From the Power Transaction Submission page, click the **Upload Data** button.

Figure 8-4
Download Power Transaction Template(s)

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Facility Power Entity Annual Reporting Reports

Help

Upload Power Transactions Data

Submission Detail

Submission ID	301
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Power Entity

Power Entity Name	A Big CA Power Company
ARB-ID	09876
Primary Entity Type	Multijurisdictional Retail Provider
Secondary Entity Type	

Download the Power Transaction Template below and complete the form with your power entity's annual power transactions data. Export your completed template to the XML file provided.

With the Import Transactions Data block below, select the XML file for upload and click the **Upload XML File** button.

To review the data you have just uploaded, please click the **Continue** button.

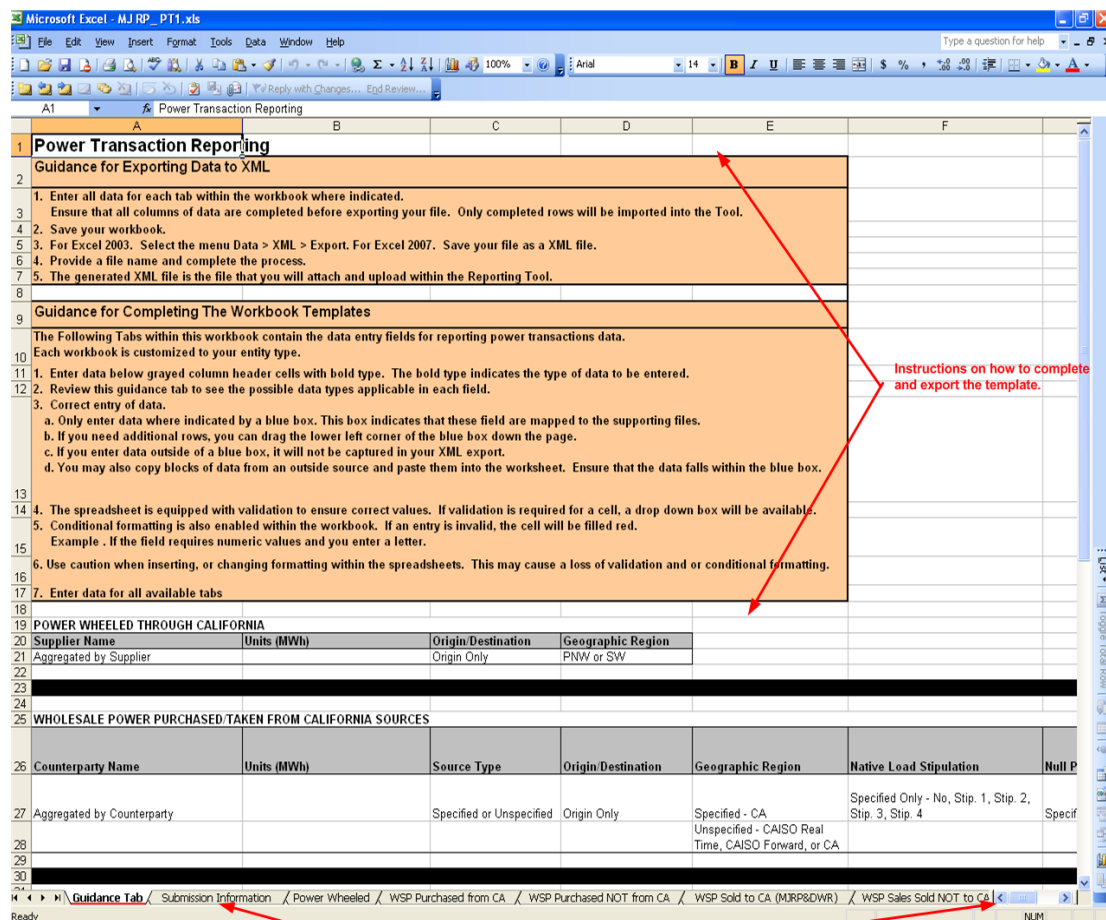
Select Power Transaction Template for Download

- [Multijurisdictional Retail Provider - Power Transaction Template](#)

Download Power Transaction Template.
Templates correspond to your Primary Entity Type and if applicable your Secondary Entity Type.

- 3) Complete the template by inserting data for your power entity.
 - a) The first worksheet tab of the spreadsheet provides instructional guidance on how to complete it. The spreadsheet has data validation and conditional formatting embedded in it to further guide you to report data in the correct form.

Figure 8-5
Power Transaction Template - Guidance Tab



Complete tabs with power transactions data.

- b) The second tab contains information about the submission and power entity that you need to complete prior to exporting and uploading the file to the Reporting Tool.

Note: For the *Submitter* field on this tab, enter the ARB username of the person (Entity Reporter) that will upload the file to the Reporting Tool. The Entity Reporter's ARB username listed on this tab must match the username logged in the Reporting Tool. If the Submitter does not match, the system will detect this discrepancy and will not permit the upload of data.

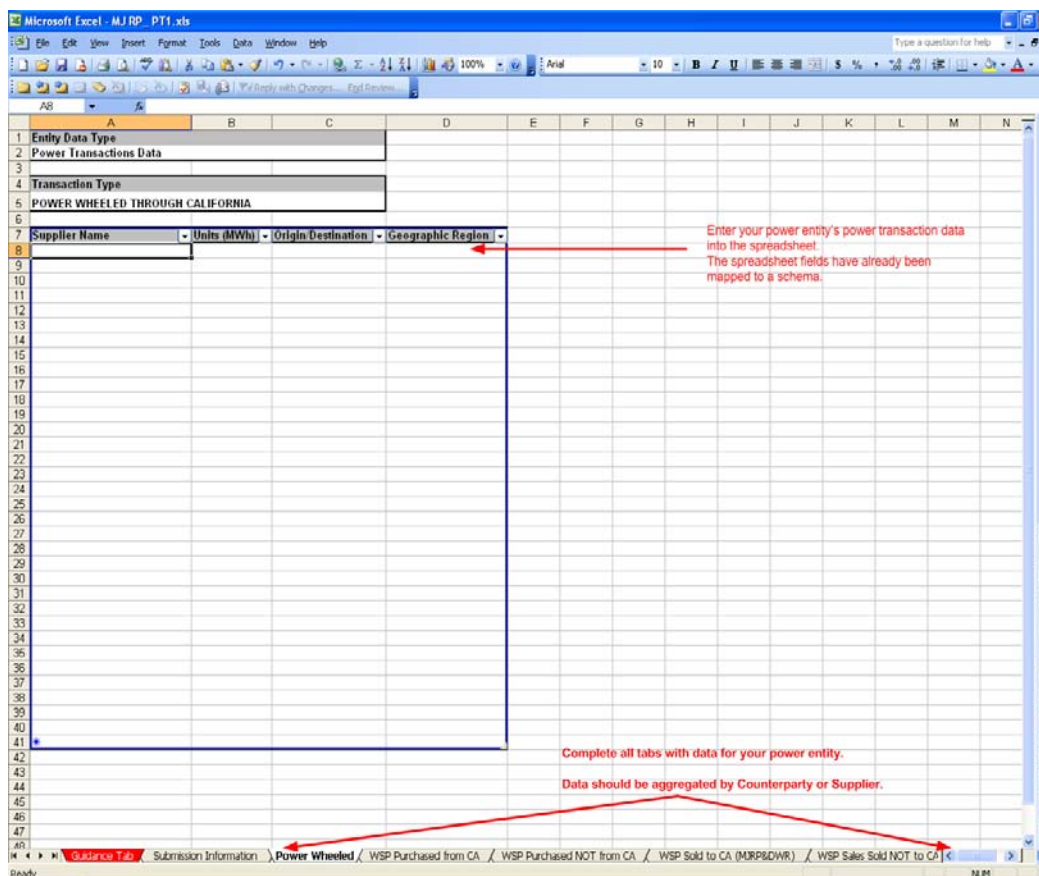
Figure 8-6
Power Transaction Template - Submission Information Tab

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Entity Submission Information												
2													
3	Entity Name	Test Entity											
4	Entity Type	Multijurisdictional Retail Provider											
5	ARB ID	12345											
6	Emission Year	2008											
7	Submission Date	2/21/2009											
8	Submitter	mier											
9													
10													
11													
12													
13													
14													
15													
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Submitter ARB username and Entity Reporter who uploads file must match.

- c) The subsequent worksheet tabs in the spreadsheet list fields required for each specific power transaction your power entity is required to report. The spreadsheet has data validation and conditional formatting embedded in it to further guide you to report data in the correct form. Please refer to the Guidance Tab for more information about what information is required for each power transaction tab.

Figure 8-7
Power Transaction Template

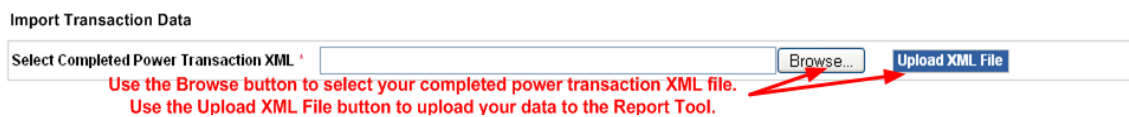


- 4) When you have finished inserting data into the Excel spreadsheet template, you should export the file to an XML file.

Note: For Excel 2003. Select the menu Data > XML > Export.
For Excel 2007. Select the menu File > Save As > Save your file as a XML file ("Save As Type").

- 5) Upload the XML file to the Reporting Tool. Use the **Browse** button to locate the file from your local drive. Then click the **Upload XML File** button to attach and upload the data within the Reporting Tool.

Figure 8-8
Upload XML File to the Reporting Tool



- 6) The uploaded XML file will display in the grid below. Use the **Download** button to open and view the file. Use the **Delete** button to delete the file.

Figure 8-9
Current XML Submissions

Current XML Submissions

File Name	Document Type	Date Added
Test MJRP Big CA Power (1-28-09).xml	Power Transaction Upload	2009-01-28 11:25:08.127

Click the Download button to open and view the document.
Click the Delete button to delete the file from the system.

Download Delete

- 7) Within several minutes, you will receive an email from the system that displays the status of your data upload. Please check your email inbox.
- a) This email will list the status of the data upload: Success or Failure. If the upload has failed, there is a critical error that must be corrected before the submission can be uploaded successfully.
 - b) It will also provide a detailed list of apparent data errors for your submission. If necessary, you may correct these errors, re-export the file to XML, and upload the revised file to the Reporting Tool.
- 8) Click the **Continue** button to proceed to the Power Transactions Submission page to review the data you have just uploaded.

Figure 8-10
Upload Power Transactions Data Page

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Facility Power Entity Annual Reporting Reports

Upload Power Transactions Data

Submission Detail

Submission ID	301
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Power Entity

Power Entity Name	A Big CA Power Company
ARB-ID	09876
Primary Entity Type	Multijurisdictional Retail Provider
Secondary Entity Type	

Download the Power Transaction Template below and complete the form with your power entity's annual power transactions data. Export your completed template to the XML file provided.

With the Import Transactions Data block below, select the XML file for upload and click the **Upload XML File** button.

To review the data you have just uploaded, please click the **Continue** button.

Select Power Transaction Template for Download

- [Multijurisdictional Retail Provider - Power Transaction Template](#)

Import Transaction Data

Select Completed Power Transaction XML *

Use the Browse button to select your completed power transaction XML file.
Use the Upload XML File button to upload your data to the Report Tool.

Current XML Submissions

File Name	Document Type	Date Added
Test MJRP Big CA Power (1-28-09).xml	Power Transaction Upload	2009-01-28 11:25:08.127

Click the Download button to open and view the document.
Click the Delete button to delete the file from the system.

Click Continue to proceed to the Power Transactions Submission page to review the data you have just uploaded.

Home : Visit ARB Mandatory Reporting Page : Return to Top

8.2 Review and Modify Power Transactions Data

Once the Entity Reporter has uploaded the XML file with her power entity's power transactions data, she will return to the Power Transactions Submission page to review her submission. If she needs to edit any data, she should do so locally on the Excel template, export the *revised* template to an XML file, and then upload the *revised* XML file to the Reporting Tool.

- 1) From the Upload Power Transactions Data page, click the **Continue** button to return to the Power Transactions Submission page (See Figure 8-10).

2) On the Power Transactions Submission page:

- a) Use the tabs to review the power transactions data uploaded from your power entity's XML file (See Figures 8-12 through 8-15).

Figure 8-11
Power Transactions Submission Page

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Facility Power Entity Annual Reporting Reports Help

Annual Power Transactions Submission

Use this page to review annual power transactions data.

The tabs below allow you to review power transactions data that you have uploaded including: 1.) Power Transactions Data, 2.) Power Wheeled Data, 3.) Retail Sales Data, 4.) Fully or Partially Owned Facility Data, and 5.) Supporting Documentation.

Please note: Your power entity's Primary Entity Type and Secondary Entity Type, if applicable, will dictate which tabs will display. If you believe a tab is missing from your power entity's power transaction submission, first please navigate to the Power Entity Information page to confirm your power entity's Primary Entity Type and Secondary Entity Type.

Click the **Upload Data** button to upload annual power transactions data.

Submission Detail

Submission ID 301
Submission Status Unverified Preliminary Data
Reporting Year 2008

Power Entity

Power Entity Name A Big CA Power Company
ARB-ID 09876

Use the tabs to review uploaded power transactions data for your power entity.

Power Transactions Data **Power Wheeled Data** **Retail Sales Data** **Facility Ownership Data** **Supporting Documentation**

Power Transactions Data

Transaction Type	Counterparty	Transaction Value (Mwh)	Facility or Unit ID	Facility or Unit	Source Type	Origin/Dest
Wholesale Power Purchased/Taken From CA	Counterparty AB	400	123456	Validate Facility Name 4	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	401	123457	Validate Facility Name 5	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	402	123458	Validate Facility Name 6	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	403	123459	Validate Facility Name 7	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	404	123460	Validate Facility Name 8	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	405	123461	Validate Facility Name 9	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	406	123462	Validate Facility Name 10	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	407	123463	Validate Facility Name 11	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	408	123464	Validate Facility Name 12	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	409	123465	Validate Facility Name 13	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	410	123466	Validate Facility Name 14	Specified	Origin

Back **Delete All Data** **Upload Data** **Review Submission QA Checks**

The Delete All Data button will delete all power transactions data on all tabs.

Home : Visit ARB Mandatory Reporting Page : Return to Top
Click the Upload Data button to return to the Upload Power Transactions Data page to upload another XML file of power transactions data.

- b) The grids under each tab display data entered from the Excel power transactions template that was uploaded as a XML file to the Reporting Tool.

Note: You cannot edit individual records, but you do have the option to delete all data (click **Delete All Data** button) and then re-upload a revised XML file (See Step 3).

- i) All columns in the submission grid can be sorted in ascending or descending order. Click on the column header to sort by a specific column of data.
- ii) The order of grid columns is changeable. To move a column of data, click on the column header, and then drag and drop the column where you would like it.
- c) Power Transactions Data Tab - Power Transactions data relevant to your power entity primary entity type will display under this tab. See the list below of the transaction types and the relevant primary entity type (or secondary entity type if applicable).

Power Transaction Type	AO/C Supplier	Marketer	Non-MJ Retail Provider	MJ Retail Provider	DWR
Wholesale Power Imported to CA		X	X		X
Wholesale Power Exported from CA		X	X		
Wholesale Power Purchased/Taken from CA			X	X	X
Wholesale Power Purchased Taken Not from CA				X	
Wholesale Power Sold to CA			X	X	X
Wholesale Power Sold Not to CA				X	
Is Wholesale Power Purchased > 10% of Total Power Supplied?	X				
Wholesale Power Purchased/Taken (If Wholesale Power Purchased > 10% of Total Power Supplied)	X				
Wholesale Power Sold (If Wholesale Power Purchased > 10% of Total Power Supplied)	X				

Key: AO/C Supplier = Asset Owning/Controlling Supplier
Non-MJ Retail Provider = Non-Multijurisdictional Retail Provider
MJ Retail Provider = Multijurisdictional Retail Provider
DWR = Department of Water Resources

Figure 8-12
Power Transactions Data Tab

Power Transactions Data

Power Wheeled Data

Retail Sales Data

Facility Ownership Data

Supporting Documentation

Power Transactions Data

Transaction Type	Counterparty	Transaction Value (Mwh)	Facility or Unit ID	Facility or Unit	Source Type	Origin/Dest
Wholesale Power Purchased/Taken From CA	Counterparty AB	400	123456	Validate Facility Name 4	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	401	123457	Validate Facility Name 5	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	402	123458	Validate Facility Name 6	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	403	123459	Validate Facility Name 7	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	404	123460	Validate Facility Name 8	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	405	123461	Validate Facility Name 9	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	406	123462	Validate Facility Name 10	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	407	123463	Validate Facility Name 11	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	408	123464	Validate Facility Name 12	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	409	123465	Validate Facility Name 13	Specified	Origin
Wholesale Power Purchased/Taken From CA	Counterparty AB	410	123466	Validate Facility Name 14	Specified	Origin

Back

Delete All Data

Upload Data

Review Submission QA Checks

Home : Visit ARB Mandatory Reporting Page : Return to Top

d) Power Wheeled Tab

Figure 8-13
Power Wheeled Data Tab

Power Transactions Data	Power Wheeled Data	Retail Sales Data	Facility Ownership Data	Supporting Documentation
Power Wheeled Data				
Supplier Name	MWh/year	Geographic Region	Date Uploaded	
General Supplier 49	100	PNW	01/19/2009	
General Supplier 50	101	SW	01/19/2009	
General Supplier 51	102	PNW	01/19/2009	
General Supplier 52	103	SW	01/19/2009	
General Supplier 53	104	PNW	01/19/2009	
General Supplier 54	105	SW	01/19/2009	
General Supplier 55	106	PNW	01/19/2009	
General Supplier 56	107	SW	01/19/2009	
General Supplier 57	108	PNW	01/19/2009	
General Supplier 58	109	SW	01/19/2009	
General Supplier 59	110	PNW	01/19/2009	

[Back](#)
[Delete All Data](#)
[Upload Data](#)
[Review Submission QA Checks](#)

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

e) Retail Sales Tab

Figure 8-14
Retail Sales Data Tab

Power Transactions Data	Power Wheeled Data	Retail Sales Data	Facility Ownership Data	Supporting Documentation
Retail Sales Data				
Sales Type	MWh/year	Facility ID	Facility Name	Date Uploaded
Service Territory Total Sales	89996			
California Total Sales	1000000			
Back Delete All Data Upload Data Review Submission QA Checks				
Home : Visit ARB Mandatory Reporting Page : Return to Top				

f) Facility Ownership Data Tab

Figure 8-15
Facility Ownership Data Tab

Power Transactions Data	Power Wheeled Data	Retail Sales Data	Facility Ownership Data	Supporting Documentation	
Fully or Partially Owned Facility Data					
Facility Name	Facility ID	Percent Ownership	Net Power Generated > 1,000 lb CO2/MWh	Wholesale Sales from an Out-of-State Facility to Out-of-State Entity (MWh)	Power
Facility A	123456	45	Yes	567843	6464

- To delete power transactions data, click the **Delete All Data** button on the Power Transactions. Clicking the **Delete All Data** button will delete all power transactions records. There is a warning pop-up to confirm that you would like to perform a full deletion of power transactions data.

- 4) To upload a new power transactions data XML file, see Section 8.1 for further instructions.

8.3 Adding Supporting Documentation

If your submission requires any additional supporting documentation, you may attach it to your submission using the Supporting Documentation tab.

- 1) Click on the Supporting Documentation tab to attach a document to your submission.

Figure 8-16
Supporting Documentation Tab

The screenshot displays the 'Annual Power Transactions Submission' page. At the top, there is a navigation bar with links for 'Facility', 'Power Entity', 'Annual Reporting', 'Reports', and 'Help'. The 'Annual Reporting' section is active. Below the navigation bar, the page title is 'Annual Power Transactions Submission'. A message states: 'Use this page to review annual power transactions data. The tabs below allow you to review power transactions data that you have uploaded including: 1.) Power Transactions Data, 2.) Power Wheeled Data, 3.) Retail Sales Data, 4.) Fully or Partially Owned Facility Data, and 5.) Supporting Documentation.' A 'Please note' section explains that the Primary Entity Type and Secondary Entity Type dictate which tabs will display. Below this, a message says 'Click the Upload Data button to upload annual power transactions data.'

The page is divided into two main sections: 'Submission Detail' and 'Power Entity'. The 'Submission Detail' section shows: Submission ID: 301, Submission Status: Unverified Preliminary Data, Reporting Year: 2008. The 'Power Entity' section shows: Power Entity Name: A Big CA Power Company, ARB-ID: 09876.

Below these sections are five tabs: 'Power Transactions Data', 'Power Wheeled Data', 'Retail Sales Data', 'Facility Ownership Data', and 'Supporting Documentation'. The 'Supporting Documentation' tab is selected. It contains a table with the following data:

Document Name	Document Description	Document Type	Date Added
TEST DOC.pdf		Submission	01/28/2009

Below the table are three buttons: 'Add', 'Download', and 'Delete'. A red arrow points to the 'Delete' button with the text: 'Use the buttons below the grid to add, delete, or view submission documents.' At the bottom of the page, there are links for 'Back', 'Delete All Data', 'Upload Data', and 'Review Submission QA Checks'. The footer contains the text: 'Home : Visit ARB Mandatory Reporting Page : Return to Top'.

- 2) Click the Add button to add a new document.

- a) From the pop-up window, use the **Browse** button to locate the document you would like to upload.
- b) Select the document Status as Public or Private. This Status designation will determine whether or not the document will be accessible in public reports.
- c) Add a Description if necessary.
- d) Click the **Add** button. The document should now display in the grid on the Supporting Documentation tab.

Figure 8-17
Add Document Window

The screenshot shows the 'Annual Power Transactions Submission' page. At the top is the CA.GOV logo and the California Environmental Protection Agency AIR RESOURCES BOARD header. Below the header is a navigation bar with links: Facility, Power Entity, Annual Reporting, Verification Bodies, Verification, People, and Reports. The main content area is titled 'Annual Power Transactions Submission' and includes instructions on how to use the page and a list of tabs: Power Transactions Data, Power Wheeled Data, Retail Sales Data, Fully or Partially Owned Facility Data, and Supporting Documentation. A 'Please note' section explains that the entity's Primary Entity Type and Secondary Entity Type will dictate which tabs will display. Below the instructions is a 'Submission Detail' table with fields for Submission ID (301), Submission Status (Unverified), and Reporting Year (2008). To the right of the submission details is an 'Add Document' pop-up window. The pop-up window has a 'Document File' field with a 'Browse...' button, a 'Status' dropdown menu, and a 'Document Description' text area. Below these fields is an 'Add' button. Red arrows point to the 'Status' dropdown, the 'Browse...' button, and the 'Add' button, with accompanying text: 'Designate the document as Public or Private.', 'Use the browse button to locate a file on your local drive to attach to the power transactions submission.', and 'Click the Add button to add the document to your power transactions submission.' respectively. At the bottom of the page are links for 'Back', 'Delete All Data', 'Upload Data', and 'Review Submission QA Checks'. The footer contains the text 'Home : Visit ARB Mandatory Reporting Page : Return to Top'.

- 3) Click the **Download** button to open and view the document.
- 4) Click the **Delete** button to delete a document from the submission.

9.0 Run Submission QA Checks and Change Submission Status to "Pending Certification"

When you have completed reporting annual data for your facility, generating unit, or power entity, you may review the system quality assurance checks. If satisfied with the system quality assurance checks, you may change the submissions status from "Unverified Preliminary Data" to "Pending Certification."


9.1 QA Checks


Before you change the status of your facility, generating unit, or power entity submission, you need to review the system quality assurance (QA) checks. If necessary, after reviewing the QA checks, you may return to the submission to make changes to the submission before changing its status to "Pending Certification." Any necessary changes to the submission should be completed before changing the status, as after the status has been changed, the data will be locked down and you will be unable to access it to make edits.

If the submission has any QA checks marked with a Criticality of "Failure," you will not be able to proceed to change the submission status to "Pending Certification" until the issue has been addressed. For QA checks marked with a Criticality of "Warning," you will be able to proceed. You may return to the submission to address a QA check marked with "Warning," but it will not be required.

- 1) From the Submission Review page, click the **Review Submission QA Checks** button.

Figure 9-1
Review Submission Page





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Facility
Annual Reporting
Reports

Logged in as Facility Manager (source)

Review Annual Emissions and Fuels Submission

Use this page to report and review annual emissions and fuels data.

The tabs below allow you to report and review the following data: 1.) Emitting Activity Fuel Data, 2.) Emissions Data, 3.) Device Level Fuel Data, and 4.) Supporting Documentation.

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

Emitting Activity Fuel Data Detail
Emissions Data Detail
Device Level Fuel Use Data Detail
Supporting Documentation

Emitting Activity Fuel Data Detail

Fuel	Fuel Type	Quantity	Emitting Activity Name	Carbon Content	HHV	
Pentanes Plus	Fuel	246246 gallons	N-Butane Test	18.24 kg C / MMBtu	4.62 MMBtu / Barrel	66.83 kg
N-Butane	Fuel	1010 gallons	N-Butane Test	17.72 kg C / MMBtu	4.328 MMBtu / Barrel	64.93 kg
LPG	Fuel	333 gallons	N-Butane Test	17.19 kg C / MMBtu	3.861 MMBtu / Barrel	62.98 kg
CKD	Other	9898 metric tons	Cement test 2			
CA Low Sulfur Diesel	Fuel	550 gallons	Mobile Cars			9.96 kg
Clinker	Other	1275 metric tons	Cement test 2			
Tires	Fuel	10000 short tons	Natural Gas Consumer		25 MMBtu / Short ton	100 kg C
Residual Fuel Oil (#5 & 6)	Fuel	20000 gallons	Boiler gasoline	20 kg C / MMBtu	6 MMBtu / Barrel	100 kg C
Landfill Gas	Fuel	5557 million scf	Multiple Fuels Test	28.4 kg C / MMBtu		104.06 kg

Report Additional Data
Edit Record
Delete Record

Back
Review Submission QA Checks

Click the Review Submission QA Checks button to view system quality assurance checks on your submission.

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- 2) On the Review Submission QA Checks page, review all system quality assurance checks.

Figure 9-2
Review QA Checks Page

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Logged in as Facility Manager (source)

Review Submission QA Checks

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

QA: Emitting Activity Fuel Data

Record ID	Fuel	Type	Emitting Activity Name	Criticality	Check Number/Description
570	Wastewater Treated	Other	Wastewater	Warning	You have not reported the activity fuel use for this fuel.
571	Biogas	Fuel	Mobile Cars	Warning	You have not reported the activity fuel use for this fuel.
572	Biomass Derived Fuels (Solid)	Fuel	Mobile Cars	Warning	You have not reported the activity fuel use for this fuel.
573	CA Low Sulfur Diesel	Fuel	Mobile Cars	Warning	You have not reported the activity fuel use for this fuel.

QA: Emissions Data

Record ID	Emitting Activity Name	Fuel	GHG	Emitting Activity Category	Criticality	Check Number/Description
568	Mobile Cars				Warning	You have not reported at least one emission record for this emitting activity.
569	Wastewater				Warning	You have not reported at least one emission record for this emitting activity.

QA: Device Level Fuel Use

Record ID	Device Name	Fuel	Criticality	Check Number/Description
574	Other		Warning	You have not reported at least one fuel use record for this device.
575	Scale 3		Warning	You have not reported at least one fuel use record for this device.
576	Scale 1		Warning	You have not reported at least one fuel use record for this device.
577	Scale 2		Warning	You have not reported at least one fuel use record for this device.

QA: Source Inventory Data

Record ID	Entity Name	Entity Number	Criticality	Check Number/Description
568	ABC Facility	123456	Warning	You have not reported at least one emission record for this emitting activity.
569	ABC Facility	123456	Warning	You have not reported at least one emission record for this emitting activity.

Back **Ready for Certification**

By clicking the Ready for Certification button, you will change the status of the submission to "Pending Certification", which will queue the submission for the Facility Manager to certify. After changing the submission status to "Pending Certification", the submission will be locked and you will be unable to further edit annual data.

Click the Back button to return to the submission to make any necessary changes.

- a) Take note of the Criticality of each QA check.
 - i) Those marked as "Warning" will not prevent you from proceeding to mark the submission as "Pending Certification."
 - ii) Those marked as "Failure" will prevent you from proceeding to mark the submission as "Pending Certification." You must click the **Back** button and make any necessary changes to the data before you will be allowed to proceed.
- b) Take note of the Source Inventory QA Checks at the bottom of the page. These checks are performed on the data entered on your Facility Information page. To make any changes, you will need to navigate back to the Facility Information page. Click on the Facility menu in the top navigation bar. Then select the desired

facility from the grid by clicking on the hyperlinked Facility Name to get to that facility's Facility Information page.

- 3) If necessary, click the **Back** button to return to the Review Submission page. Then make any changes to your submission or to your facility information.
- 4) When satisfied that the facility information and submission data is fully complete and accurate, you can change the status of the submission to "Pending Certification" (see Section 9.2.)



9.2 Change Submission Status to "Pending Certification"

After you have reviewed the QA checks for your submission and are satisfied your facility's source inventory information and submission data is fully complete and accurate, you can change the status of the submission to "Pending Certification."

Once you have changed the status of the submission to "Pending Certification," the submission will be locked down. You will not be able to return to the submission to edit the data. In addition, once the status of the submission has been changed to "Pending Certification," it will be added to the Facility Manager or Power Entity Manager's queue for certification. After the submission status has been changed "Pending Certification," the Facility Manager or Power Entity Manager can then review the submission, review the submission QA checks, and certify the submission.

- 1) Navigate to the Review Submission QA Checks page by clicking on the **Review Submission QA Checks** button on the Review Submission Page, and review the quality assurance checks associated with the submission. See Steps 1-3 of Section 9.1 for more information on how to navigate to this page.
- 2) When you are satisfied that the facility information and submission data is complete and accurate, click the **Ready for Certification** button.

Figure 9-3
Review Submission QA Checks Page - Ready for Certification
Changes Submission Status to "Pending Certification"

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Facility
Annual Reporting
Reports

Logged in as Facility Manager (source)

Review Submission QA Checks

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

QA: Emitting Activity Fuel Data

Record ID	Fuel	Type	Emitting Activity Name	Criticality	Check Number/Description
570	Wastewater Treated	Other	Wastewater	Warning	You have not reported the activity fuel use for this fuel.
571	Biogas	Fuel	Mobile Cars	Warning	You have not reported the activity fuel use for this fuel.
572	Biomass Derived Fuels (Solid)	Fuel	Mobile Cars	Warning	You have not reported the activity fuel use for this fuel.
573	CA Low Sulfur Diesel	Fuel	Mobile Cars	Warning	You have not reported the activity fuel use for this fuel.

QA: Emissions Data

Record ID	Emitting Activity Name	Fuel	GHG	Emitting Activity Category	Criticality	Check Number/Description
568	Mobile Cars				Warning	You have not reported at least one emission record for this emitting activity.
569	Wastewater				Warning	You have not reported at least one emission record for this emitting activity.

QA: Device Level Fuel Use

Record ID	Device Name	Fuel	Criticality	Check Number/Description
574	Other		Warning	You have not reported at least one fuel use record for this device.
575	Scale 3		Warning	You have not reported at least one fuel use record for this device.
576	Scale 1		Warning	You have not reported at least one fuel use record for this device.
577	Scale 2		Warning	You have not reported at least one fuel use record for this device.

QA: Source Inventory Data

Record ID	Entity Name	Entity Number	Criticality	Check Number/Description
568	ABC Facility	123456	Warning	You have not reported at least one emission record for this emitting activity.
569	ABC Facility	123456	Warning	You have not reported at least one emission record for this emitting activity.

Back Ready for Certification

By clicking the Ready for Certification button, you will change the status of the submission to "Pending Certification", which will queue the submission for the Facility Manager to certify. After changing the submission status to "Pending Certification", the submission will be locked and you will be unable to further edit annual data.

Click the Back button to return to the submission to make any necessary changes.

[This page intentionally left blank.]

10.0 Certifying Annual Data

Certification is performed by the Facility Manager or Entity Manager. Facility Managers will be responsible for certifying Emissions and Fuels, and Energy and Production submission for their facilities and generating units. Entity Managers will be responsible for certifying SF₆ Emissions and Power Transactions submission for their power entities; they may also certify submissions for any associated facilities or generating units. Facility Reporters and Entity Reporters will not be able to perform this action.

When a submission is certified, it changes its status from "Pending Certification" to "Unverified Locked Draft Data." Once all of the facility's submissions (Emissions and Fuels, and Energy and Production) have been certified by the Facility Manager, they will be queued for the Verifier and will be marked as "Verification Ready."

10.1 Certify or Unlock Annual Data Homepage

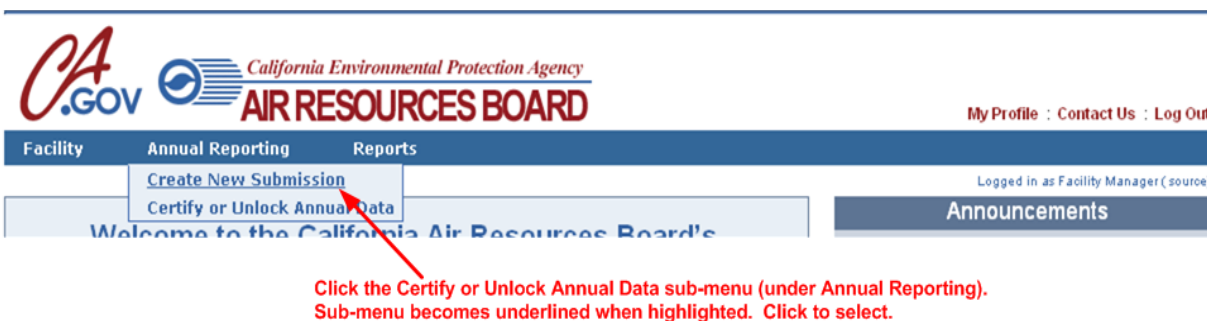
When the Facility Reporter or Entity Reporter has checked the submission as "Pending Certification," by clicking the **Ready for Certification** button on the QA Checks page (see Figure 9-2), the submission will be queued for the Facility Manager or Entity Manager to certify.

To select a submission to certify, the Facility Manager or Entity Manager should navigate to the Certify or Unlock Annual Data sub-menu to view the Certify Annual Data homepage. The Certify Annual Data homepage displays a grid listing all of the submissions with the submission status of "Pending Certification," submissions that need to be certified, or "Unverified Locked Draft Data," submissions that have just been certified.

Submissions with other statuses may display in this grid as well. If a verifier has requested revisions to the submission before they will agree to verify the data, submissions that have been marked with the status of "Revisions Requested" by the verifier will display in the grid. The Facility Manager will then have the option to re-open the data for the Facility Reporter or Entity Reporter to edit by changing the status back to "Unverified Preliminary Data."

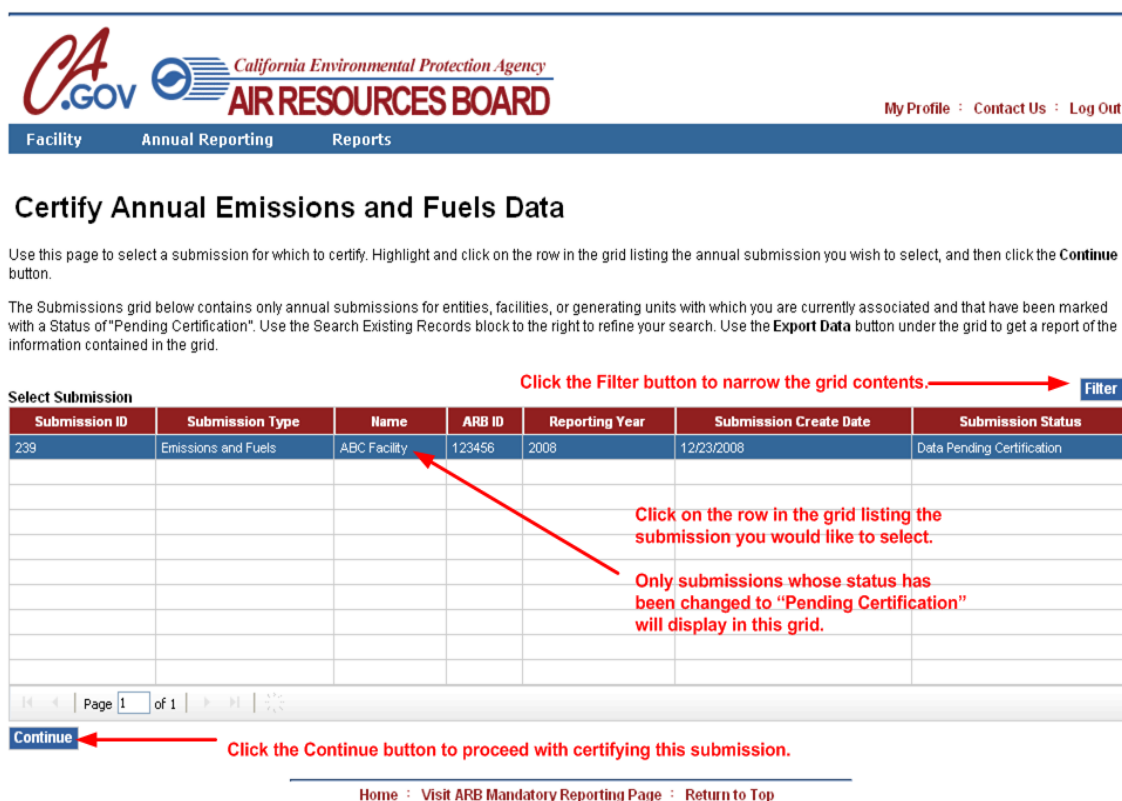
- 1) To navigate to the Certify Annual Data homepage, click on the Certify or Unlock Annual Data sub-menu. This sub-menu is found beneath the Annual Reporting main menu in the top navigation bar.

Figure 10-1
Certify or Unlock Annual Data Sub-Menu



- 2) After you click the Certify or Unlock Annual Data sub-menu, the Certify Annual Data homepage will load.

Figure 10-2
Certify Annual Data Homepage



- a) To select a submission to certify (or to change the submission status of a submission), highlight and click on the row in the grid listing the submission you

would like to certify. The row will highlight in dark blue. If you hover over additional rows in the grid, they will highlight light blue, but will not select and highlight in dark blue until you click on the row.

- i) All columns in the submission grid can be sorted in ascending or descending order. Click on the column header to sort by a specific column of data.
- ii) The order of grid columns is changeable. To move a column of data, click on the column header, and then drag and drop the column where you would like it.
- iii) If there are multiple pages of submissions, the total number of pages will display at the bottom of the grid. Use the arrows in the bottom left corner of the grid, on either side of the "Page # of #" label, to navigate between multiple pages.
- iv) To search the grid and narrow the contents of the grid display, click the **Filter** button. A filter pop-up will display.

Figure 10-3
Certify or Unlock Annual Data Filter

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Annual Reporting
Reports

Certify Annual Emissions and Fuels Data

Use this page to select a submission for which to certify. Highlight and click on the row in the grid listing the annual submission you wish to select, and then click the **Continue** button.

The Submissions grid below contains only annual submissions with a Status of "Pending Certification". Use the Search information contained in the grid.

Select Submission

Submission ID	Submission Type
239	Emissions and Fuels

◀
▶
Page 1 of 1

[Continue](#)

Filter ✕

Search Existing Records

Filter
Clear

Submission Create Date	Submission Status
08	Data Pending Certification

Filter

Home : Visit ARB Mandatory Reporting Page : Return to Top

- Enter the criteria that you would like to search on in the relevant field in the filter pop-up, and then click the **Filter** button in the pop-up.

10-3

- To remove all criteria and see the full grid contents, click the **Clear** button in the pop-up.

b) Click the **Continue** button to select a submission to certify.

10.2 Review Submission QA Checks



Once you select a submission to certify from the Certify Annual Data homepage, you will first need to review the system quality assurance (QA) checks (see instructions on how to select a submission to certify in Section 10.1).

If necessary, after reviewing the QA checks, you may return to the submission to the Facility Reporter to make changes to the submission before certifying the submission.

If the submission has any QA checks marked with a Criticality of "Failure," you will not be able to proceed to certify the submission and change its status to "Unverified Locked Data" until the issue has been addressed. For QA checks marked with a Criticality of "Warning," you will be able to proceed. You may return to the submission to address a QA check marked with "Warning," but it will not be required.

- 1) On the Review Submission QA Checks page, review all system quality assurance checks.

Figure 10-4
Review QA Checks Page

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Facility Annual Reporting Reports
Logged in as Facility Manager (source)

Review Submission QA Checks

Submission Detail

Submission ID	239
Submission Status	Unverified Preliminary Data
Reporting Year	2008

Facility

Facility Name	ABC Facility
ARB ID	123456

QA: Emitting Activity Fuel Data

Record ID	Fuel	Type	Emitting Activity Name	Criticality	Check Number/Description
570	Wastewater Treated	Other	Wastewater	Warning	You have not reported the activity fuel use for this fuel.
571	Biogas	Fuel	Mobile Cars	Warning	You have not reported the activity fuel use for this fuel.
572	Biomass Derived Fuels (Solid)	Fuel	Mobile Cars	Warning	You have not reported the activity fuel use for this fuel.
573	CA Low Sulfur Diesel	Fuel	Mobile Cars	Warning	You have not reported the activity fuel use for this fuel.

QA: Emissions Data

Record ID	Emitting Activity Name	Fuel	GHG	Emitting Activity Category	Criticality	Check Number/Description
568	Mobile Cars				Warning	You have not reported at least one emission record for this emitting activity.
569	Wastewater				Warning	You have not reported at least one emission record for this emitting activity.

QA: Device Level Fuel Use

Record ID	Device Name	Fuel	Criticality	Check Number/Description
574	Other		Warning	You have not reported at least one fuel use record for this device.
575	Scale 3		Warning	You have not reported at least one fuel use record for this device.
576	Scale 1		Warning	You have not reported at least one fuel use record for this device.
577	Scale 2		Warning	You have not reported at least one fuel use record for this device.

QA: Source Inventory Data

Record ID	Entity Name	Entity Number	Criticality	Check Number/Description
568	ABC Facility	123456	Warning	You have not reported at least one emission record for this emitting activity.
569	ABC Facility	123456	Warning	You have not reported at least one emission record for this emitting activity.

[Back](#) [Continue](#)

Click the Continue button to proceed with certification of this submission.

QA Checks with a Criticality of "Failure" will not allow you to proceed. You may proceed past QA Checks with a Criticality of "Warning".

- a) Take note of the Criticality of each QA check.
 - i) Those marked as "Warning" will not prevent you from proceeding to certify the submission and mark the submission status as "Unverified Locked Data."
 - ii) Those marked as "Failure" will prevent you from proceeding to certify the submission and mark the submission status as "Unverified Locked Data." You must click the **Back** button and make any necessary changes to the data before you will be allowed to proceed.
- b) Take note of the Source Inventory QA Checks at the bottom of the page. These checks are performed on the data entered on your Facility Information page. To make any changes, you will need to navigate back to the Facility Information page. Click on the Facility menu in the top navigation bar. Then select the desired facility from the grid by clicking on the hyperlinked Facility Name to get to that facility's Facility Information page.

- 2) If necessary, click the **Back** button to return to the Certify Annual Data homepage page. Then return to your Review Submission Page or Facility Information page to make any changes to your submission or to your facility information.
- 3) When satisfied that the facility information and submission data are fully complete and accurate, click the **Continue** button to proceed with certifying the data. You can then change the status of the submission to "Unverified Locked Data" (see the next section, Section 10.3).

10.3 Certify Submission

On the Certification page, it will look very similar to the Review Submission page. At the top of the page, there will be two blocks. The Submission Detail block at the top left of the screen displays information about the submission you are about to certify, including the Submission ID, Submission Status (should read "Pending Certification"), and Reporting Year. The Facility block at the top right of the screen displays information about the facility (or generating unit) whose submission you are going to certify. Below the Submission Detail and Facility blocks, you will see tabs that correspond to data from your submission. Finally, at the bottom of the page, you will see several fields that will enable you to certify the submission (or change its status), including Comment, read-only certification statement text, Decision drop-down menu, and Password field.

Figure 10-5
Certification Page

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Facility Annual Reporting Reports

Review Annual Emissions and Fuels Submission

Use this page to report and review annual emissions and fuels data.

The tabs below allow you to report and review the following data: 1.) Emitting Activity Fuel Data, 2.) Emissions Data, 3.) Device Level Fuel Data, and 4.) Supporting Documentation.

Submission Detail

Submission ID 239
Submission Status Data Pending Certification
Reporting Year 2008

Facility

Facility Name ABC Facility
ARB ID 123456

Emitting Activity Fuel Data Detail | Emissions Data Detail | Device Level Fuel Use Data Detail | Supporting Documentation

Fuel	Fuel Type	Quantity	Emitting Activity Name	Carbon Content	HHV	
Pertanes Plus	Fuel	246246 gallons	N-Butane Test	18.24 kg C / MMBtu	4.62 MMBtu / Barrel	66.83 kg
N-Butane	Fuel	1010 gallons	N-Butane Test	17.72 kg C / MMBtu	4.328 MMBtu / Barrel	64.93 kg
LPG	Fuel	333 gallons	N-Butane Test	17.19 kg C / MMBtu	3.861 MMBtu / Barrel	62.98 kg
CKD	Other	9898 metric tons	Cement test 2			
CA Low Sulfur Diesel	Fuel	550 gallons	Mobile Cars			9.96 kg C
Clinker	Other	1275 metric tons	Cement test 2			
Tires	Fuel	10000 short tons	Natural Gas Consumer		25 MMBtu / Short ton	100 kg C
Residual Fuel Oil (#5 & 6)	Fuel	20000 gallons	Boiler gasoline	20 kg C / MMBtu	6 MMBtu / Barrel	100 kg C
Landfill Gas	Fuel	5557 million scf	Multiple Fuels Test	28.4 kg C / MMBtu		104.06 kg C

Comment

By submitting my electronic signature via the Air Resources Board's greenhouse gas reporting tool, I hereby certify that this emissions report has been prepared in accordance with the GHG emissions mandatory reporting regulation at sections 95100-95133, title 17, California Code of Regulations, and that the statements and information contained in the emissions data report are true, accurate, and complete. As a User, I agree that documents submitted with electronic signatures, either scanned or using digital ink, or any other electronic format approved by ARB, will be considered valid for certification. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information.

Decision Unverified Locked Draft Data

Enter password

Submit **Back**

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 1) Review and confirm the submission details and facility information for the submission at the top of the page.

Figure 10-6
Review Submission Details and Facility Block

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Facility Annual Reporting Reports

Review Annual Emissions and Fuels Submission

Use this page to report and review annual emissions and fuels data.

The tabs below allow you to report and review the following data: 1.) Emitting Activity Fuel Data, 2.) Emissions Data, 3.) Device Level Fuel Data, and 4.) Supporting Documentation.

Submission Detail

Submission ID 239
Submission Status Data Pending Certification
Reporting Year 2008

Facility

Facility Name ABC Facility
ARB ID 123456

Review and confirm information displayed about your submission and your facility.

- 2) Review data from your submission. Use the tabs in the middle of the page to review all of the data reported for your submission. If any changes are required, you will not be able to make them directly on this page. You will need to click the **Back** button, and then navigate to the Review Submission page for the selected submission to make any necessary edits.

Figure 10-7
Review Submission Data

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Facility Annual Reporting Reports

Review Submission Data

Use this page to review reported submission data.

The tabs below allow you to report and review the following data: 1.) Emitting Activity Fuel Data, 2.) Emissions Data, 3.) Device Level Fuel Data, and 4.) Supporting Documentation.

Emitting Activity Fuel Data Detail **Emissions Data Detail** **Device Level Fuel Use Data Detail** **Supporting Documentation**

Fuel	Fuel Type	Quantity	Emitting Activity Name	Carbon Content	HHV	
Pentanes Plus	Fuel	246246 gallons	N-Butane Test	18.24 kg C / MMBtu	4.62 MMBtu / Barrel	66.83 kg
N-Butane	Fuel	1010 gallons	N-Butane Test	17.72 kg C / MMBtu	4.328 MMBtu / Barrel	64.93 kg
LPG	Fuel	333 gallons	N-Butane Test	17.19 kg C / MMBtu	3.861 MMBtu / Barrel	62.98 kg
CKD	Other	9898 metric tons	Cement test 2			
CA Low Sulfur Diesel	Fuel	550 gallons	Mobile Cars			9.96 kg C
Clinker	Other	1275 metric tons	Cement test 2			
Tires	Fuel	10000 short tons	Natural Gas Consumer		25 MMBtu / Short ton	100 kg C
Residual Fuel Oil (#5 & 6)	Fuel	20000 gallons	Boiler gasoline	20 kg C / MMBtu	6 MMBtu / Barrel	100 kg C
Landfill Gas	Fuel	5557 million scf	Multiple Fuels Test	28.4 kg C / MMBtu		104.06 kg

- 3) Certify the data and change the submission status from "Pending Certification" to "Unverified Locked Data."

Figure 10-8
Certify Submission and Change the Submission Status to "Unverified Locked Data"

The screenshot shows a web form for certifying a submission. It includes a 'Comment' field at the top, followed by a certification statement. Below the statement is a 'Decision' dropdown menu currently set to 'Unverified Locked Draft Data'. There is an 'Enter password' field and a 'Submit' button. Red arrows point from text annotations to these elements: 'Enter a comment if necessary, And read the certification statement.' points to the comment field; 'Select the decision status of the submission. To certify the submission, change the status to "Unverified Locked Draft Data".' points to the decision dropdown; 'Enter your system password as your electronic signature.' points to the password field; and 'Click Submit when complete.' points to the submit button. A 'Back' button is also visible. At the bottom, there is a navigation bar with links: 'Home : Visit ARB Mandatory Reporting Page : Return to Top'.

Comment

By submitting my electronic signature via the Air Resources Board's greenhouse gas reporting tool, I hereby certify that this emissions report has been prepared in accordance with the GHG emissions mandatory reporting regulation at sections 95100-95133, title 17, California Code of Regulations, and that the statements and information contained in the emissions data report are true, accurate, and complete. As a User, I agree that documents submitted with electronic signatures, either scanned or using digital ink, or any other electronic format approved by ARB, will be considered valid for certification. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information.

Decision: Unverified Locked Draft Data

Enter password: [password field]

Submit

Back

Home : Visit ARB Mandatory Reporting Page : Return to Top

- a) If applicable, enter a comment in the Comment field.
- b) Read the certification statement below.
- c) Select a Decision from the drop-down menu.
 - i) Selecting "Unverified Locked Data" will certify the data and lock it down from editing by the Facility Reporter or Facility Manager. When all of the facility's submissions have been certified, they will all roll up to the verifier's queue and will be marked with the submission status of "Verification Ready," where the verifier can then access them to review and verify.
 - ii) Selecting "Unverified Preliminary Data" is meant to be used when the verifier has returned the submission to the Facility Manager requesting revisions be made to the submission. Selecting this status would re-open the submission and allow revisions to be made before re-certifying it and returning it to the verifier.
- d) Enter your password in the Enter Password field. Your password acts as your electronic signature for the certification.
- e) If you need to back out of certification and return to either your Review Submission page or Facility Information page, click the **Back** button.
- f) To proceed with certifying the submission and changing its status to "Unverified Locked Data," click the **Submit** button. Upon clicking the **Submit** button, you will be returned to the Certify Annual Data homepage. The submission you have just certified will still display in the grid, but under the far-right column *Submission Status*, it will now read "Unverified Locked Data" (previously it was "Pending Certification"). If necessary, you can now select a different submission to certify and repeat steps contained in Sections 10.1-10.3).

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11.0 Verifying Annual Data

Greenhouse Gas emissions data report verification is performed by a third party Verifier hired by the reporter with the approval of ARB. Third-party verification of 2009 emission levels is required for all reporters beginning in 2010. Verification is optional for reporters in 2009. Verification of emissions data reports and requirements for Verifiers are specified in Subarticle 4, Sections 95130-95133 of the Mandatory GHG Reporting Regulation.

This module will not be accessible to Entity Managers, Facility Managers, Entity Reporters, or Facility Reporters. All submission types (Emissions and Fuels, Energy and Production, SF₆ Emissions, and Power Transactions) are subject to verification, for all Reporting Levels (Power Entity, Facility, and Generating Unit). Depending on Reporting Level and industry sector classifications, verification will occur either on an annual or triennial basis. Please refer to the ARB Mandatory Reporting Regulation or the Mandatory Reporting Instructional Guidance for Operators to view more information on verification schedules.

When a submission is verified, its status is changed from "Verification Ready" to "Verified." A Verifier may assign either a positive or adverse finding to a data submission. If the submission is not able to be verified due to issues with the annual data, the Verifier may instead change the submission's status to "Revisions Requested." This will return the submission to the queue of the Entity Manager or Facility Manager. The submission will remain locked from editing until the Entity Manager or Facility Manager changes its status back to "Unverified Preliminary Data" which unlocks the submission to be edited by the Entity Reporter or Facility Reporter, before re-certifying the data and returning it to the Verifier to verify.

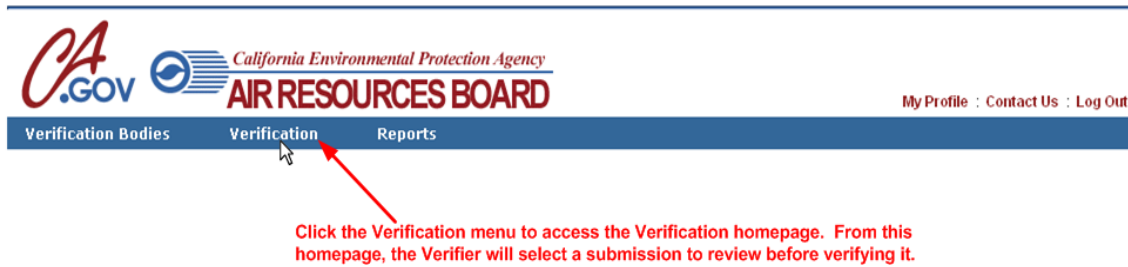
11.1 Verification Homepage

The Entity Manager or Facility Manager will first certify the submission and change its submission status to "Unverified Locked Draft Data", by entering their password and clicking the **Submit** button on the Certification Page. Once all the submissions for a facility and applicable generating unit or for a power entity have been certified, the statuses of the submission will then change to "Verification Ready", and the submission will be queued for Verifier to review.

To select a submission to verify, the Verifier should first navigate to the Verification menu to view the Verification homepage. The Verification homepage displays a grid listing all of the submissions with the submission status of "Verification Ready." The Verifier may select a submission from the Verification homepage grid to review before verifying it.

- 1) To navigate to the Verification homepage, click on Verification menu. This menu is in the top navigation bar. This menu option is only available to Verifier users of the system. Entity Managers, Facility Managers, Entity Reporters, and Facility Reporters will not be able to view this menu item.

Figure 11-1
Verification Menu



2) After you click the Verification menu, the Verification homepage will load.

Figure 11-2
Verification Homepage

Verification

Select Submission to review annual data and click the View button.

Select Submission

Click the Filter button to narrow the grid contents.

Submission ID	Submission Type	Reporting Level	Name	ARB ID	Reporting Year	Submission Create Date	Submission Status	Finding
264	Energy and Production	Facility	ABC Facility	123456	2008	01/08/2009	Verified	Positive
239	Emissions and Fuels	Facility	ABC Facility	123456	2008	12/23/2008	Verified	Positive
320	Emissions and Fuels	Facility	QRS Facility	234567	2008	01/22/2009	Verification Ready	Adverse
321	Energy and Production	Facility	QRS Facility	234567	2008	01/22/2009	Verification Ready	Adverse
306	Power Transactions	Power Entity	XYZ Power Entity	13579	2008	01/19/2009	Verified	Positive
329	SF6 Emissions	Power Entity	XYZ Power Entity	13579	2008	01/23/2009	Verified	Positive
212	Emissions and Fuels	Facility	JKL Facility	345678	2008	12/18/2008	Verification Ready	No Finding
318	Energy and Production	Facility	JKL Facility	345678	2008	01/22/2009	Verification Ready	
319	Energy and Production	Generating Unit	Unit 1	123456-001	2008	01/22/2009	Verification Ready	
317	Emissions and Fuels	Generating Unit	Unit 1	123456-001	2008	01/22/2009	Verification Ready	
325	Energy and Production	Facility	MNO Facility	456789	2008	01/22/2009	Verified	Positive
324	Emissions and Fuels	Facility	MNO Facility	456789	2008	01/22/2009	Verified	Positive
278	Energy and Production	Generating Unit	Unit B-2	456789-003	2008	01/12/2009	Verified	Positive

Page 1 of 1

Review Submission

Click the Continue button to review this submission before proceeding to verify the submission.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- a) To select a submission to review (before verifying the submission), highlight and click on the row in the grid listing the submission you would like to review. The row will highlight in dark blue. If you hover over additional rows in the grid, they

will highlight light blue, but will not select and highlight in dark blue until you click on the row.

- i) All columns in the submission grid can be sorted in ascending or descending order. Click on the column header to sort by a specific column of data.
- ii) The order of grid columns is changeable. To move a column of data, click on the column header, and then drag and drop the column where you would like it.
- iii) If there are multiple pages of submissions, the total number of pages will display at the bottom of the grid. Use the arrows in the bottom left corner of the grid, on either side of the "Page # of #" label, to navigate between multiple pages.
- iv) To search the grid and narrow the contents of the grid display, click the **Filter** button. A filter pop-up will display.

Figure 11-3
Verification Homepage Filter

The screenshot displays the "Verification Bodies" page of the California Environmental Protection Agency's Air Resources Board. The header includes the agency logo and navigation links like "My Profile", "Contact Us", and "Log Out". The main navigation bar lists "Verification Bodies", "Verification", and "Reports".

Verification

Select Submission to review annual data and click the View button.

Select Submission

Submission ID	Submission Type	Reporting Level	Action
264	Energy and Production	Facility	A
239	Emissions and Fuels	Facility	A

Filter

Search Existing Records

Submission ID

Submission Type

Reporting Level

Name

ARB ID

Reporting Year

Filter **Clear**

Click the Filter button to limit the grid.

Click the Clear button to remove the filter criteria and view the full grid contents.

Enter the fields for which you would like to filter the grid.

Submission Create Date	Submission Status	Finding
/2009	Verified	Positive
/2008	Verified	Positive

Page 1 of 1

Review Submission

Home : Visit ARB Mandatory Reporting Page : Return to Top

- Enter the criteria that you would like to search on in the relevant field in the filter pop-up, and then click the **Filter** button in the pop-up.

- To remove all criteria and see the full grid contents, click the **Clear** button in the pop-up.

b) Click the **Continue** button to select a submission to review.

- 3) The Verifier will be navigated to the Submission page for the selected submission. They will have the ability to view all data, but will not have the ability to edit any data for the submission. Once the Verifier has fully reviewed the submission, they may proceed to verify the submission (See Sections 11.2 and 11.3).

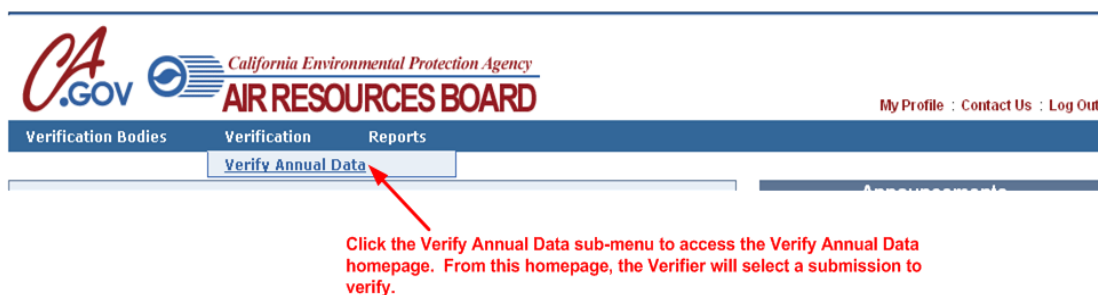
11.2 Verify Annual Data Homepage

After the Verifier has selected a submission to review from the Verification homepage and has completed verification review of the submission, the Verifier will then be able to verify all of the annual data for an organization (facility or power entity).

To select an organization's annual data to verify, the Verifier should navigate to the Verify Annual Data sub-menu to view the Verify Annual Data homepage. The Verify Annual Data homepage displays a grid listing all of the organizations with the submission status of either "Verification Ready," annual data that needs to be verified or "Verified," organizations whose annual data has been verified.

- 1) To navigate to the Verify Annual Data Homepage, click on the Verify Annual Data sub-menu. This sub-menu is found beneath the Verification main menu in the top navigation bar.

Figure 11-4
Verify Annual Data Sub-menu



- 2) After you click the Verify Annual Data sub-menu, the Verify Annual Report Homepage will load.

Figure 11-5
Verify Annual Data Homepage

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Verification Bodies Verification Reports

Verify Annual Report

Select the entity or facility from the grid below and click the Continue button to complete verification.

Select Entity or Facility Click the Filter button to narrow the grid contents. [Filter](#)

Name	Reporting Level	ARB ID	Reporting Year	Submission Status	Finding	Status Date
ABC Facility	Facility	123456	2008	Verification Ready		01/22/2009
QRS Facility	Facility	234567	2008	Verification Ready	No Finding	01/22/2009
JKL Facility	Facility	345678	2008	Verification Ready	Adverse	01/22/2009
DEF Facility	Facility	665544	2010	Verification Ready	Positive	01/22/2009
GHI Facility	Facility	567890	2008	Verified	Positive	01/22/2009
MNO Facility	Facility	456789	2008	Verified	Positive	01/21/2009
XYZ Power Entity	Power Entity	13579	2008	Verified	Positive	02/02/2009

Click on the row in the grid listing the submission you would like to select.

Only submissions whose status has been changed to "Verification Ready" or "Verified" will display in this grid.

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[Continue](#) Click the Continue button to proceed with verifying the submission.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- a) To select an organization to verify its annual report (or to change the submission status of its annual report), highlight and click on the row in the grid listing the organization (facility or power entity) you would like to verify. The row will highlight in dark blue. If you hover over additional rows in the grid, they will highlight light blue, but will not select and highlight in dark blue until you click on the row.
 - i) All columns in the grid can be sorted in ascending or descending order. Click on the column header to sort by a specific column of data.
 - ii) The order of grid columns is changeable. To move a column of data, click on the column header, and then drag and drop the column where you would like it.
 - iii) If there are multiple pages, the total number of pages will display at the bottom of the grid. Use the arrows in the bottom left corner of the grid, on either side of the "Page # of #" label, to navigate between multiple pages.

- iv) To search the grid and narrow the contents of the grid display, click the **Filter** button. A filter pop-up will display.

Figure 11-6
Verify Annual Data Filter

Verify Annual Report

Select the entity or facility from the grid below and click the Continue button to complete verification.

Select Entity or Facility Filter

Name	Reporting	Submission Status	Finding	Status Date
ABC Facility	Facility	Ready		01/22/2009
QRS Facility	Facility	Ready	No Finding	01/22/2009
JKL Facility	Facility	Ready	Adverse	01/22/2009
DEF Facility	Facility	Ready	Positive	01/22/2009
GHI Facility	Facility		Positive	01/22/2009
MNO Facility	Facility		Positive	01/21/2009
XYZ Power Entity	Power Entity		Positive	02/02/2009

Filter (pop-up window):

Search Existing Records

Name:

Reporting Level:

ARB ID:

Reporting Year:

Filter **Clear**

Click the Filter button to limit the grid.

Click the Clear button to remove the filter criteria and view the full grid contents.

Enter the fields for which you would like to filter the grid.

Page 1 of 1

Continue

[Home](#) : [Visit ARB Mandatory Reporting Page](#) : [Return to Top](#)

- Enter the criteria that you would like to search on in the relevant field in the filter pop-up, and then click the **Filter** button in the pop-up.
- To remove all criteria and see the full grid contents, click the **Clear** button in the pop-up.

b) Click the **Continue** button to select an organization to verify.

11.3 Verify Annual Data

On the Verification page, at the top of the page, there will be two blocks. The Submission Detail block at the top left of the screen displays information about the submission you are about to verify, including the Submission ID, Submission Status (should read "Verification Ready"), and Reporting Year. The block at the top right of the screen displays information about the power entity, facility, or generating unit (Name and ARB ID)

whose submission you are going to verify. Below the Submission Detail block and Power Entity/Facility/Generating Unit block, you will see a Verification Documents tab. Finally, at the bottom of the page, you will see several fields that will enable you to verify the submission (or change its status) by using the Decision/Action drop-down menu, as well as a Finding drop-down menu and Password field.

Figure 11-7
Verification Page

CA.GOV **California Environmental Protection Agency**
AIR RESOURCES BOARD

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Verification Bodies Verification Reports

Verify Annual Report

Review and confirm information displayed about your submission and your facility.

Submission Detail
Submission Status: Verification Ready
Reporting Year: 2008

Facility
Facility Name: ABC Facility
ARB ID: 123456

Use the Verification Document tab to attach a document.

Verification Documents

Document Name	Document Description	Document Type	Date Added
TEST DOC.doc		Verification Documents	02/02/2009

Add Download Delete

Submit Verification Decision

Read the verification statement.

By submitting my electronic signature via the Air Resources Board's greenhouse gas reporting tool, I hereby attest that as the lead verifier for this emissions data report, the assigned verification team has carried out all verification services as required by sections 95131, title 17, California Code of Regulations. As a User, I agree that documents submitted with electronic signatures, either scanned or using digital ink, or any other electronic format approved by ARB, will be considered valid for verification purposes. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information.

Finding

Decision/Action

Enter password

Select the finding of the submission (Positive or Adverse).

Select the decision/action status of the submission. To verify the submission, change the status to "Verified".

Enter your system password as your electronic signature.

Click Submit Decision when complete.

Back Submit Decision

Home : Visit ARB Mandatory Reporting Page : Return to Top

- 1) Review and confirm the submission details and facility information for the submission at the top of the page.

Figure 11-8
Review Submission Details and Facility Block

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Verification Bodies Verification Reports

Verify Annual Report

Review and confirm information displayed about your submission and your facility.

Submission Detail
Submission Status: Verification Ready
Reporting Year: 2008

Facility
Facility Name: ABC Facility
ARB ID: 123456

- 2) Click on the Verification Documents tab to review attached verification documents.

Figure 11-9
Verification Documents Tab

Verification Documents

Use the Verification Document tab to attach a document.

Document Name	Document Description	Document Type	Date Added
TEST DOC.doc		Verification Documents	02/02/2009

Use the buttons below the grid to add, view, or delete a verification document.

Add Download Delete

- a) Click the **Add** button under the Verification Documents tab to attach a verification opinion document. A pop-up block will display with fields that allow you to attach a document. ARB will make available a standardized verification opinion document that must be filled out and attached as the official verification opinion provided to ARB.
- b) Use the **Browse** button to locate a file from your local drive to attach to the verification. Select a **Document Status** from the drop-down menu, and enter a **Description** for the document in the block if necessary. Then click the **Add** button in the pop-up block.

Figure 11-10
Add Verification Document Pop-up

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Verification Bodies Verification Reports

Verify Annual Report

Submission Detail

Submission Status: Verification Ready

Reporting Year: 2008

Facility

Facility Name: ABC Facility

ARB ID: 123456

Add Document

Document File *

Status *

Document Description

Click the Add button to add the verification document.

Verification Documents

Document Name	Date Added
TEST DOC.doc	02/02/2009

- c) The document you have just selected will now display in the Verification Documents tab grid.
- 3) Verify the data and change the submission status from "Verification Ready" to "Verified."

Figure 11-11
Verify Submission and Change the Submission Status to "Verified"

Submit Verification Decision

By submitting my electronic signature via the Air Resources Board's greenhouse gas reporting tool, I hereby attest that as the lead verifier for this emissions data report, the assigned verification team has carried out all verification services as required by sections 95131, title 17, California Code of Regulations. As a User, I agree that documents submitted with electronic signatures, either scanned or using digital ink, or any other electronic format approved by ARB, will be considered valid for verification purposes. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information.

Finding * Select the finding of the submission (Positive or Adverse).

Decision/Action * Select the decision/action status of the submission. To verify the submission, change the status to "Verified".

Enter password * Enter your system password as your electronic signature.

Click Submit Decision when complete.

Home : Visit ARB Mandatory Reporting Page : Return to Top

- a) Read the verification statement below.
- b) Select a Finding for the submission using the drop-down menu. The Finding drop-down menu choices are either Positive or Adverse.
- c) Select a Decision/Action from the drop-down menu. The Decision/Action drop-down menu choices are either "Verified" or "Revisions Requested."
 - i) Selecting "Verified" will confirm verification of the data. Once all of the annual data marked as "Verified" for the reporting year has been cleared by ARB staff, the data will be released to be available in Public Reports, pending any decisions on business confidential data.
 - ii) Selecting "Revisions Requested" is meant to be used when the verifier returns the submission to the Entity Manager or Facility Manager requesting revisions be made to the submission prior to its verification. Selecting this status would allow the Entity Manager or Facility Manager to re-open the submission and allow revisions to be made before re-certifying it and returning it to access by the verifier.
- d) Enter your password in the Enter Password field. Your password acts as your electronic signature for the verification statement.
- e) If you need to back out of verification and return to either the Verify Annual Data homepage or the Verification homepage, click the **Back** button.
- f) To proceed with verifying the submission and changing its status to "Verified," click the **Submit Decision** button. Upon clicking the **Submit Decision** button, you will be returned to the Verify Annual Data homepage. The submission you have just verified will still display in the grid, but under the far-right column *Submission Status*, it will now read "Verified" (previously it was "Verification Ready"). If necessary, you can now select a different organization's data to certify and repeat steps contained in Sections 11.1-11.3).